

# SENIOR ADMINISTRATIVE ASSISTANT, SCHOOL OF CONTINUING STUDIES

York is a leading international teaching and research university, and a driving force for positive change. Empowered by a welcoming and diverse community with a uniquely global perspective, we are preparing our students for their long-term careers and personal success. Together, we can make things right for our communities, our planet and our future.

We are seeking a **Senior Administrative Assistant** to join our award-winning School of Continuing Studies team!

Reporting to the Manager, Office of the Assistant Vice-President (AVP) and supporting senior leaders and the priorities of a fast-growing School.

## **Our Story....**

Over seven years ago, we launched our School of Continuing Studies at a time when the demand for short professional education programs began to skyrocket due to labour market shortfalls. We became the fastest-growing school in Canada, the largest start-up in our sector in three decades, and garnered international awards and reputation as a global leader in our field.

We move fast, we innovate, we have fun, and we share a compelling sense of purpose as we address critical societal skill shortages. We help individuals to achieve personal and professional growth in a rapidly changing career and educational landscape. We help employers find the talent they need.

Our School is home to the international-award-winning York University English Language Institute, one of the largest language institutes in North America.

Our professional programs support local talent and attract professionals from around the world. We work closely with employers to codesign and deliver professional programs tied to Canada's largest skill shortages.

For more information about us, visit us at: <https://continue.yorku.ca>

## **Your role...**

This role provides administrative support to members of the management team. From researching and creating documents and presentations, to booking travel, organizing events, purchasing supplies and equipment, and ensuring all aspects of our administration runs smoothly, no two days will be the same.

You have an excellent organizational system and leverage tools like Asana to plan your work, projects, and automate workflows. You are a collaborator and enthusiastic team player who can manage multiple projects, responsibilities and deadlines with ease. An excellent communicator, you can collaborate with colleagues and write and edit documents, newsletters, and presentations. You are proud of your work and have a strong work ethic while noticing every detail.

## **Who are you...**

- You are self-motivated, take initiative, and make things happen.
- You are confident and have experience successfully supporting busy Senior Managers.
- You identify what needs to be done and work independently - you own your deliverables.
- You aren't shy about asking why, thinking of alternatives, and sharing your ideas.
- Your keen eye for detail, commitment to quality, and positive outlook set you apart.
- You are a seasoned administrative professional.

### **Your day-to-day responsibilities...**

- Provide direct administrative, operational, and strategic support to senior leaders including maintaining calendars, preparing travel arrangements, and completing expense reports.
- Proactively manage, assess, and predict the requirements of the senior leaders to ensure they are prepared and organized for all meetings and events.
- Act as a key Human Resources support for the managers in hiring and onboarding staff, documenting HR processes, and support labour management meetings.
- Create, edit, and ensure consistent branding on all communication, correspondence, reports, and presentation decks.
- Coordinate logistics of meetings, large events, visiting delegations, special projects, and speaking events.
- Monitor expenditures related to purchases, assist with expense reimbursement, cost center reconciliation and reporting.
- Coordinate the purchase/maintenance/service for office equipment and supplies, maintains inventory as required.
- Schedule and coordinate meetings, prepare agendas, take minutes, prepare and distribute relevant materials and files.
- Compile data, statistics and other information.
- Support and coordinate various projects and initiatives.
- Determine office procedures as required.

### **Why work for us...**

- Competitive compensation, including variable pay based on performance
- Competitive health, vision, and dental benefits
- Excellent pension program
- World-class commitment to and reimbursement for continuing professional education
- Hybrid work environment
- Stunning [new building](#) housing beautiful office and student space
- The opportunity to make significant national and global impact with your work
- Working with a diverse and equitable employer, committed to creating an inclusive workplace.

### **Required Qualifications**

- Post-secondary diploma in a relevant field.
- Minimum 3 years of administrative experience.
- Knowledge of administrative procedures and best practices.
- Proficient with Microsoft Office applications, including Word, Excel, Power Point, and Outlook.

***For full position details, including skills and knowledge requirements, and to apply to this exciting opportunity visit the External Career Portal ([www.yorku.ca/jobs](http://www.yorku.ca/jobs)) and refer to posting 107089.***

*We offer comprehensive benefits and access to superb educational and recreational facilities. For more information on what York has to offer U please visit: <http://hr.info.yorku.ca/benefits/>*