



STAFF VACANCY

Brescia University College campus is situated on the traditional lands of the Anishinaabeg, Haundenosaunee, Lūnaapéewak and Chonnonton Nations. This territory falls under the London Township Treaty and Sombra Treaty 1796, and the Dish with One Spoon Wampum. Brescia University College accepts responsibility as a public institution to contribute toward revealing and correcting miseducation as well as renewing respectful relationships with Indigenous Communities through teaching, research, and community service.

Brescia University College (www.brescia.uwo.ca), a Catholic university college affiliated with Western University, is Canada's only women's university. For over a century, the university experience at Brescia challenges students to lead with wisdom, justice and compassion. Our student-centred institution is committed to providing women with a transformative education as we prepare our students for life-long leadership. Our students benefit from a small, supportive atmosphere at Brescia while having access to resources at Western.

Brescia is currently seeking an experienced and dynamic individual to fill a position as:

Executive Assistant to the President & Associate Secretary to the Board **(Permanent Full Time Position)** **Salary Grade 8 - \$35.90 per hour**

Reporting to Brescia's President, the Executive Assistant to the President, provides high-level confidential executive and administrative support to the President. Ensuring effective and efficient workflow between the Office of the President, and Brescia's Leadership Team. The Executive Assistant develops and implements administrative procedures, systems and processes to support the operation of Brescia and the Office of the President, and undertakes specific projects as required.

The Executive Assistant is also the Associate Secretary to the Board of Trustees and is responsible for providing executive and administrative support to the Board and related governance bodies, ensuring the smooth functioning of the Board.

This position requires the individual to be highly professional, motivated to succeed, exceptionally high personal standards of performance, strong independent judgement and attention to detail.

KEY DUTIES AND RESPONSIBILITIES

Executive Assistant key responsibilities and duties:

- Ensure the smooth daily operations of the Office of the President, developing and maintaining effective administrative systems for responding to and anticipating the administrative needs of the President and preparation of daily agendas, briefings and related materials
- Demonstrate a deep understanding of the President's responsibilities in order to make sound, independent judgements about priorities for scheduling and briefings, ensuring that workflow is managed in accordance with the President's priorities. Independently handling and/or redirecting matters not requiring the President's attention.
- Daily contact with the President to discuss the President's schedule,

review matters of importance, report on the status of various projects and share information.

- Act as liaison with Brescia constituents including faculty, staff, students, members of the Board of Trustees, alumnae and external contacts with the Office of the President.
- Provide administrative support on behalf of the President to various Brescia committees, including but not limited to the Leadership Team and any related sub-committees.
- Responsible for managing the President's complex calendar, planning at least one year in advance. Arranging all related travel and reconciling associated expenses ensuring they are within the boundaries of the Expense and Travel Policy.
- Preparation of daily briefings and related materials, and logistics of all meetings.
- Preparing outgoing correspondence on behalf of the President such as e-mails, reports and letters requiring the President's signature. Reviewing and editing incoming drafts of correspondence, policies, e-mails, letters and reports prepared by the President and other departments ensuring appropriate messaging is reflected, information is accurate and editing of grammar.

Associate Secretary to the Board of Trustees key responsibilities and duties:

- Provide executive and administrative support to the Board of Trustees and related Committees including the planning of yearly and monthly meetings, preparation of agendas, minutes, reports and the logistical organization of all meetings.
- Responsible for ensuring processes are followed, the Constitution and By-laws are adhered to and orienting Board members on procedures.
- Administrative support is expected at Board Orientations, Committee Chair Orientations, Board Retreats and related events.
- Responsible for maintaining sensitive and confidential records and information in a records management system (electronic and paper) related to the Corporation and the Board of Trustees.
- Act as a liaison for the Board and Committee members with the President, Brescia constituents including faculty, staff, students and alumnae.

Project Management:

- Manage and maintain Brescia's Policy Library, ensuring that all policies are reviewed on a regular basis, updated according to the Policy on Policy Development and Review, and approved by the appropriate governing bodies. Responsible for arranging all new and updated policies to be available on Brescia's website and the Board of Trustees OWL site.
- Coordinate projects/initiatives as assigned by the President, working independently or with members of the Leadership Team.
- Responsibility for planning and implementing some specific Brescia-wide events ensuring effective logistical execution.
- Assess and evaluate various Brescia procedures and systems to determine efficiencies.

REQUIREMENTS OF THE ROLE INCLUDE:

- Executive Assistant or Administrative Studies diploma or equivalent experience.
- A minimum of 5 years of related experience with preference given to experience in a post-secondary environment.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Expert level written and verbal communication skills.
- Very strong interpersonal skills and the ability to build relationships with faculty, staff and external contacts.
- Thorough knowledge of administrative procedures.
- Excellent time management skills and consistent ability to meet deadlines.
- Excellent computer skills with an advanced level of proficiency with Microsoft Office applications (Word, Excel, PowerPoint, and Outlook).
- Sound analytical, report, and presentation preparation skills.
- Able to work on own initiative, exercising a high level of professionalism, confidentiality, and independent judgement.
- Ability to work flexible hours including evenings and weekends. Board meetings and retreats take place outside of regular working hours.
- Flexibility and an ability to work with tight timelines.

Candidates who have experience working with a diverse range of people, and who can contribute to the climate of inclusivity at Brescia are encouraged to identify their experiences and potential contributions in their cover letter.

Please submit your cover letter and resume in one document (Word or PDF) by January 30, 2023, to:

Brescia University College
c/o Human Resources
Email: bucareer@uwo.ca

Wisdom, Justice and Compassion are at the core of our Ursuline values. We acknowledge our responsibility to attain a diverse and equitable employment environment that is inclusive of every person. We encourage applications from all qualified individuals, especially those from women, racialized persons / persons of colour, Indigenous persons, persons with disabilities, persons of any sexual orientation, persons of any gender identity or gender expression and others who can contribute to the climate of inclusivity.

We are committed to providing an accessible candidate experience. If you require accommodation for interviews or throughout the recruitment process, please contact Human Resources at bucareer@uwo.ca