



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:

Administrative Assistant to the Executive Director of Strategic Initiatives & Growth **(Permanent Full Time Position)** **Salary Grade 6 - \$29.47 per hour**

The Administrative Assistant reports to the Executive Director, Strategic Initiatives & Growth and provides confidential executive and administrative support to ensure effective and efficient processes and a productive working environment. Key activities include developing and implementing administrative processes, handling communication needs, managing projects, and conducting research.

This position requires the individual to be professional and motivated to succeed, with exceptionally high personal standards of performance, strong judgement, and attention to detail. The Administrative Assistant is an effective verbal and written communicator with strong interpersonal skills who is comfortable interacting with faculty, staff, students, and external contacts.

KEY DUTIES AND RESPONSIBILITIES

Administrative Support:

- Demonstrates a deep understanding of the Executive Director's responsibilities to make judgements about priorities for scheduling and briefings.
- Manages the Executive Director's calendar.
- Prepares and coordinates materials required to support the Executive Director's meetings.
- Makes travel and accommodation arrangements.
- Provides administrative support on behalf of the Executive Director to various Brescia committees.
- Prepares and reviews expense and credit card reimbursement claims and travel expenses, ensuring appropriate documentation and authorization and in keeping with Brescia policies and procedures.
- Develops and maintains effective administrative systems.
- Creates and maintains a records management system.
- Updates relevant web pages as necessary.
- Coordinates and monitors the administration of various department budgets.
- Provides additional operational support in whatever capacity required (room and catering bookings, action item tracking, providing records or information, etc.).

Communication Support:

- Acts as a liaison with Brescia faculty, staff, and students as well as external contacts.
- Manages the flow of communications to facilitate the prioritization, coordination, and delegation of requests for meetings and information and to ensure the Executive Director is properly briefed on all significant matters.
- Proactively communicates with stakeholders on any schedule pressures or changes to maintain relationships.
- Prepares correspondence on behalf of the Executive Director including email, reports, and presentations.
- Reviews and edits incoming draft correspondence, plans, reports, etc. prepared by the Executive Director to ensure appropriate messaging, effective layout, and error free communication.

Project Management:

- Designs and creates project sites using Brescia's learning management and/or other system.
- Supports the Executive Director in the use of work management software.
- Coordinates projects/initiatives as assigned by the Executive Director, working independently or in collaboration with other staff members.
- Coordinates the tracking and reporting of progress on Brescia's Strategic Plan.
- Manages the status, resources, and timelines of various projects and initiatives.

Research:

- Conducts research and creates reports.
- Compiles data to prepare briefs, reports, and presentations.

REQUIREMENTS OF THE ROLE INCLUDE:

- University degree or college diploma.
- Beneficial to have a one-year certificate in Administrative Studies from a Community College.
- A minimum of 3 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 stakeholders, including 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). The ability to manipulate data in Excel is an asset.
- Sound analytical, report, and presentation preparation skills.
- Able to work on own initiative, exercising a high level of professionalism, confidentiality, and independent judgement.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.
- Flexibility and an ability to work with tight timelines
- Able to make decisions independently and determine pressing issues to bring to the attention of the Executive Director.

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 February 8, 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