

Executive Assistant II

Office of the President

(Full-Time, Continuing Appointment, 35 hours per week)

About Us

MacEwan University is where caring faculty help people connect their passions to their future paths. Located in the heart of Edmonton's diverse and dynamic downtown community, and on the traditional lands of Treaty 6 First Nations and homelands of the Métis people, MacEwan is known for exceptional undergraduate learning. With its dedication to teaching excellence, informed by scholarly research, innovation, and creative activity, MacEwan provides an exceptional collaborative and supportive learning environment with a commitment to human rights, environmental sustainability, and opportunities for community engagement. We are committed to creating an equitable, diverse, inclusive, and welcoming community for all peoples, cultures, and identities.

Our comprehensive undergraduate university offers 59 programs to more than 18,000 full- and part-time students in business, communications, community and human services, design, fine and performing arts, health, humanities, natural science, nursing, public safety, and social science. Through a wide array of experiential learning opportunities, and strategic relationships in the community, we partner with others to produce graduates of stature. Along with a robust grounding in their chosen disciplines, MacEwan students are given durable life skills that prepare them to take on the world.

The Opportunity

This is an exciting opportunity for a skilled Executive Assistant to be part of a dynamic team, in a full-time, continuing appointment at MacEwan University. As a key member of the Office of the President, you will work closely with other members of the President's team to ensure the President is scheduled and prepared to participate in events, meetings, speaking engagements, travel, and other activities of strategic importance. Reporting to the Executive Coordinator, you will be the first point of contact for the Office in greeting internal and external guests. The nature of support and customer service you will provide is diverse, ranging from first-class calendar support, triaging issues and problem-solving, to addressing inquiries, and responding to emails and correspondence. In addition, supporting both the President and the Chancellor with tact and diplomacy, anticipating what's necessary in a confidential manner is a key component of this role.

Qualifications

You have a diploma in Office Administration with advanced-level training in Microsoft Office and a minimum of 5 years of progressively responsible administrative assistant experience, with at least 2 years' experience supporting senior-level management. Your professionalism and ability to organize, create, and maintain effective work and communications flow in an Executive's Office will position you for success. Your time management skills and flexibility will allow you to prioritize a demanding workload in a fast-paced environment and you will have a demonstrated ability to work under pressure while meeting deadlines.

Benefits

When you become part of the MacEwan team, you will enjoy a competitive salary. Our total compensation package includes:

- Competitive base pay
- Generous vacation time
- Secure pension plan
- Flexible benefits package
- Continuous learning culture
- Opportunities for career growth

How to Apply:

To apply, go to <https://www.macewan.ca/careers> and select the job posting (23.05.121). If you require assistance, please contact us at careers@macewan.ca.

Closing Date: A review of applications will begin May 26, 2023, and continue until a suitable candidate is found

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

This position is included under the Out of Scope employee policy (D1015).

Diversity Statement

MacEwan University is committed to fostering the principles of equity, diversity, and inclusion within our community, and we are dedicated to removing barriers that have been historically encountered and are currently experienced by some members of our society. We welcome and encourage applications from Indigenous peoples, racialized persons, visible minorities, women, persons with disabilities, sexual and gender minorities, and members of all equity-deserving groups. We believe that the diversity of our students, staff, and faculty serves as a strength of our institution and benefit to society. We are committed to ensuring full and inclusive participation for all in our community.

Accessibility Statement

We strive to provide an inclusive and barrier-free work environment, beginning with the hiring process. If you require accommodation, we want to ensure you have the support you need to showcase your abilities. Please contact humanresources@macewan.ca and we will support you to the best of our ability.

Salary: \$50,861 to \$74,597 per annum

Personal Information Collection Notification

Personal information is being collected to determine your qualifications for employment. This information is collected, used and protected under the authority of and in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act*. It may be provided to non-HR members of a hiring and interview panel if your application advances to that stage of the hiring process. If you have any questions about these arrangements, please contact: Human Resources, University Services Centre, Rm. 10-600, 10700-104 Avenue, Edmonton, Alberta, T5J 4S2 or phone (780) 497-5434.