

POSITION TITLE: Administrative Assistant,
School of Business and Economics
Staff Bargaining Unit

DEPARTMENT: School of Business and Economics
(Location: SSM Campus)

POSITION STATUS: Full-time (35 hours/week), 1-year Limited-term

SUPERVISION RECEIVED: Executive Director, School of Business
and Economics

JOB SUMMARY:

- **General Administration**
- **Office Support**

The Administrative Assistant is responsible for providing administrative support for the Director and Executive Director of the School of Business and Economics. The Administrative Assistant works within a high paced, deadline driven environment and will display high standards of diplomacy and professionalism.

Reporting to the Executive Director of the School of Business and Economics, the incumbent is responsible for providing administrative support to advance the 2019-2014 Strategic Plan working within our Mission and Vision of the School of Business and Economics.

The incumbent must be able to handle a variety of tasks simultaneously, establish priorities, work independently and use good judgement and be comfortable with decision making. They must be able to work with interruptions to work flow which may create changes in priorities.

A. General Administration

- Act as a point of contact and liaison for the SchoolBE
- Use critical thinking and tact to strategically support the operational and academic functions and administrative duties for the Director/Executive Director of the SchoolBE
- Prepare drafts and format correspondence as requested. Anticipate the needs of and prepare and/or compile meeting information and materials for the Director/Executive Director, based on knowledge of daily and weekly calendar requirements, meetings and appointments
- As required, on behalf of the Executive Director, liaise with the university's functional areas to forward the School of Business and Economics

- As per established Algoma University policy and procedure, By-laws and relevant CAs, and in collaboration with the Director/Executive Director, assist in the development and implementation of policy, process, standard operating procedures, Terms of Reference, and systems for the School of Business and Economics
- Plan and coordinate all travel arrangements, conference registrations and itineraries and prepare all necessary travel documentation for authorization, reimbursement claims and reconciliations as per university policy and procedure
- Coordinate and participate in events and activities for the School of Business and Economics
- Keep accurate, up to date and organized electronic files to ensure accessibility for internal and external meetings, appointments, projects and tasks, workshops, conferences, etc.
- As per university policy and procedure, and SchoolBE policy (if applicable) submit purchase orders as needed; review all internal SchoolBE financial requests, invoices, purchase orders received
- As requested, conduct research, collect data for reporting and planning purposes
- Ensure a high degree of confidentiality, demonstrate discretion, professionalism and good judgment in dealing with sensitive matters, share pertinent knowledge, in order to proactively address circumstances, and notify and brief the Director/Executive Director in a timely fashion on issues that arise

B. Office Support

- As directed, coordinate activities and logistics for the SchoolBE meetings and committee meetings; including scheduling and arranging meeting dates, preparing agendas, tracking agenda items, distribution of materials, attending meetings and/or taking minutes
- As required, attend meetings with the Director / Executive Director with various functional areas and stakeholders
- In collaboration develop content for the Weekly Communication newsletter by gathering information on behalf of the SchoolBE - Sault Campus
- Work collaboratively with the SchoolBE team to creatively develop and design communications, promotional materials, presentations and campaigns, correspondence, information sessions, displays, appreciation events, on-campus and off-campus receptions and events and other relationship opportunities / activities. May require collaboration with the Communications department
- Maintenance and monitoring of the SchoolBE section on the Website, ensuring all information is updated and accurate; in collaboration monitor and develop posts for SchoolBE social media

Other duties as assigned by the Director/Executive Director

Working Conditions:**Physical Effort**

- Regular need to move boxes/inventory, and physically setup for displays and events
- Frequent periods of sitting in one place and standing

Physical Environment

- Some exposure to unpleasant/disagreeable conditions related to interaction with members of the public

Sensory Attention

- Frequent interruptions and daily front-line assistance with an “open-door” workspace
- Frequent need to back-track to resume activities
- High need for precise work

Mental Stress

- Consistent multi-tasking required
- Irregular hours of work & extended work hours as per operational requirements
- Ability to work in a high stress, deadline driven environment

Qualifications:

- Four-year undergraduate BBA, Algoma University graduate an asset
- Three to five years of administrative support experience
- Proficient in Google Suite
- Ability to multitask and work well under pressure
- Strong organizational skills
- Solid writing and verbal communication skills
- Excellent human relations and communications skills
- Good knowledge of Algoma University and Algoma University School of Business and Economics and its partners
- Strong understanding and working knowledge of institutional by-laws, policies, procedures, organizational relationships
- High level problem solving skills
- Ability to work independently, set priorities, identify contentious issues, exercise good judgment, use discretion and ensure appropriate action is taken when required.
- Proven ability to maintain confidentiality

SALARY: TBD Subject to JJCC Evaluation

START DATE: ASAP