



ALGOMA UNIVERSITY JOB DESCRIPTION

JOB TITLE: Executive Assistant to the Nyaagaaniid: Student Success and Anishinaabe Initiatives

DEPARTMENT: Office of the Nyaagaaniid: Student Success and Anishinaabe Initiatives

POSITION STATUS: Permanent, Full-time (35 hours per week), Non-Union

SUPERVISION RECEIVED: Nyaagaaniid: Student Success & Anishinaabe Initiatives

PRIMARY FUNCTIONS:

A. Executive Assistant & Administrative Support	60%
B. External/Community Relations	15%
C. Anishinaabe Initiatives Support	15%
D. Other Assigned Duties	10%
TOTAL:	100%

POSITION SUMMARY:

Reporting to the Nyaagaaniid: Student Success and Anishinaabe Initiatives, the Executive Assistant is responsible for providing executive administrative support for the Nyaagaaniid and for the operational functions of the Office of the Nyaagaaniid.

The Executive Assistant works with highly sensitive and confidential information from internal and external sources and displays high standards of diplomacy and professionalism. The incumbent is responsible for providing administrative support to the area including all correspondence, calendar maintenance, file and record maintenance, meeting scheduling and preparation, budget monitoring and maintenance, and travel plans as required.

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

RESPONSIBILITIES

A. Executive Assistant & Administrative Support

- Act as the main point of contact and liaison for the Office of the Nyaagaaniid with internal and external stakeholders/partners (such as Anishinaabe (FNMI) community partners), ministry officials and the general public in keeping with The Shingwauk Covenant and the Addendum to the Covenant
- On behalf of the Nyaagaaniid, complete projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; making adjustments to plans, including but not limited to liaison with consultants, Senior Executive Team and Directors and staff
- Continuous monitoring and follow up with direct reports to ensure weekly meeting efficiency



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- Use critical thinking to strategically manage office operations, administrative duties, and the electronic calendar; prioritizing meeting requests (internal and external stakeholders and partners) and communicating with others to facilitate and prioritize meeting times
- Keep accurate, up to date and organized electronic files to ensure accessibility by the Nyaagaaniid as established, for internal and external meetings, appointments, projects, workshops, conferences, etc.
- As per university policy and procedure, submit finance related documents as needed; review and verify all internal financial requests, invoices, purchase orders for various departments received by the Nyaagaaniid's Office for authorization
- Clear, effective, ongoing communication with the Nyaagaaniid throughout course of the day and week, i.e. on-going google doc, text message, face-to-face (quick updates between meetings)
- In consultation with the Nyaagaaniid, develop and implement effective systems/procedures for the administration of the office
- 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 Nyaagaaniid in a timely fashion on potential problems or issues that arise
- Appropriately record and submit the Nyaagaaniid's Office absence tracking
- Monitor office budget and reconcile credit card statements against monthly receipts/ expenses
- Attend and organize various types of meetings (i.e. committees) as directed
 - Scheduling, coordinating invitations, room bookings, meals, agendas, minute taking, AV equipment, honorariums, mailings, etc.
- Type correspondence, reports, briefs, budget, etc. and maintain files
- Collect required information for funding proposals such as historical data
- Ensure compliance with respect to the expenses charged to funded projects
- Update the President's Reports and weekly AU newsletter sections related to the Office of the Nyaagaaniid
- Travel coordination & reconciliation as assigned
- Set up organized Team Drives for the various departments and keep them up-to-date and current using Google and project management tools effectively for collaboration

B. External / Community Relations

- Be a lead local contact for external agencies, current and/or potential partners, and community organizations to promote Algoma University in order to encourage business development, enrolment growth, and partnership
- Work with the Strategic Advancement Team, representing the Office of the Nyaagaaniid, as required



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C. Anishinaabe Initiatives Support

- Provide administrative support for large-scale events (i.e. National events) relating to the Special Mission
- Provide administrative support related to the collection, analysis and distribution of high-level data required for various reporting, liaising with various departments (including Anishinaabe Initiatives) as required

D. Other Assigned Duties

- Other duties assigned as required.

WORKING CONDITIONS

Physical Effort

- Sometimes required to lift or handle equipment or materials of moderate weight

Physical Environment

- Minimal exposure to unpleasant/disagreeable conditions

Sensory Attention

- Moderate need for detailed/precise work to be completed while accommodating regular interruptions

Mental Stress

- This position sometimes requires irregular hours of work, including weekends and evenings
- Ability to multitask and manage multiple projects at one time while meeting associated deadlines
- High demand for time management and ability to establish priorities

MINIMUM QUALIFICATIONS

- University Degree required, preferably in Business Administration or Office Administration
- Minimum of 3 years of experience working in a related position
- Familiarity or direct experience in the education sector and/or knowledge and experience in post-secondary education sector is preferred
- Knowledge of Anishnaabe (First Nation, Métis, Inuit) cultural protocols, knowledge and background or experience would be considered an asset
- Training in Indigenous histories and cultures would be considered an asset
- Excellent attention to detail, interpersonal, and communication skills (in-person/virtual)
- Ability to take initiative and work with limited supervision
- Competence in G Suite and/or demonstrated a high degree of competence in Microsoft Office Suite
- Basic graphic design skills would be considered an asset (i.e. creating professional presentations, documents, invitations, etc.)
- Excellent research skills, organizational and computerized record-keeping skills
- Class G License required

START: ASAP



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Please submit a resume and cover letter to hr@algomau.ca by Wednesday January 27th, 2021 at 4:00 PM

The position is open to all qualified applicants, although preference will be given to Canadian citizens and permanent residents of Canada. Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal opportunity employer. The university invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection and/or assessment process to applicants with disabilities. The successful candidate will be required to provide a Police Records Check (Vulnerable Sector) as a condition of employment.

We thank all candidates for their interest, however only those chosen for an interview will be contacted.