



POSITION PROFILE

TITLE:	Executive Assistant to the Vice President Academic & Applied Research
EMPLOYEE GROUP:	Excluded
DEPARTMENT:	Academic
EXECUTIVE SPONSOR:	Vice President Academic & Applied Research
PAY GRADE:	GRID: 5

POSITION SUMMARY:

This position reports to the Vice President Academic and Applied Research. The position will focus on confidential administrative support functions pertaining to the efficient and effective operation of the Vice President's office, in alignment with the Colleges strategic objectives.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Diploma in Business or Office Administration
- Minimum of 7 years of relevant senior administrative assistant experience preferably in a post-secondary setting or an equivalent combination of education and experience.


Skills and Abilities:

- Excellent organizational, presentation, written and oral communications skills.
- Advanced computer skills (MS Office, Outlook, Word, Excel, PowerPoint, etc.)
- Ability to perform secretarial and clerical duties with deliberate speed and accuracy without immediate and constant supervision.
- Demonstrated ability to work positively and professionally with the public, government, departments and college employees at all levels.
- Demonstrated ability to work independently, make decisions and meet deadlines.
- Ability to work in a fast paced, ever changing environment and prioritize tasks.
- Ability to exercise good judgment in recognizing scope of authority and protecting confidential information.

POSITION DUTIES:

- Performs general office administration: Screens electronic mail, all incoming correspondence and determines appropriate courses of action. Composes responses on routine issues, identifies matters which require the Vice President's attention in a timely manner.
- Performs committee and meeting administration: Program Review Oversight Committee, College Policy Committee, Vice President's Academic Council, Academic Division meeting for Education council and other committees the Vice President is required to chair.
- Prepares and distributes the agenda and minutes, follows up on action items and acts as recording secretary. Monitors the progress of policy development committee and ensure compliance with the policy approval process.
- Organizes and maintains a well-organized filing system that permits easy reference and rapid retrieval of information and ensures confidential materials are appropriately secured.
- Maintains secure files for all legal correspondence concerning students. Researches and compiles information regarding all legal files relating to educational issues, student claims and Ombudsperson.
- Assist with duties and coverage (i.e. vacation, sick leave periods) of the Executive Assistant to the President and Executive Assistant to the Vice President Partnerships and Advancement.
- Serves as a liaison and communicates with senior officials of other educational institutions, government agencies, College employees, private organizations and industry.
- Participates in the budget planning processes and monitors the budgets for the Vice President's departments. Resolves all discrepancies before processing invoices for the signature of the Vice President.
- Maintains the Vice President's calendar. Makes administrative arrangements for the Vice President's meetings, travel accommodation and meals.
- Reviews and processes all travel requests, coordinates vacation and other leave schedules for staff and, acts as leave recorder for designated staff.
- Consults the Ministry's Risk Management Branch on student risk management issues.
- Gathers and summarizes information and drafts correspondence for special organizational and research projects as assigned by the Vice President.
- Gathers and organizes information in support of the performance review process and any complaints or issues that need the attention of the Vice President.
- Other duties as required.

This profile has been designed to indicate the general nature and level of work performed by the employee within this position. However, the actual responsibilities, duties, qualifications and experience may vary.

Original Date:	2008, Oct 2015, Dec 2018
Modified Date:	Jun 2020
Manager Signature:	N/A
Executive Sponsor Signature:	
Executive Human Resources:	