

POSITION PROFILE

TITLE:	Executive Assistant to the Vice President, External Relations
EMPLOYEE GROUP:	Excluded
DEPARTMENT:	External Relations
EXECUTIVE SPONSOR:	Vice President, External Relations
PAY GRADE:	GRID 5

POSITION SUMMARY:

This position reports to the Vice President, External Relations and focuses on confidential administrative support functions pertaining to the efficient and effective operation of the Vice President's office, in alignment with the College's strategic objectives.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Diploma in Business or Office Administration
- Five 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 all confidential planning, administrative and financial analysis and support functions pertaining to the efficient and effective operation of the Vice President's office. This position constitutes the formal channel through which all sensitive, emergent, and confidential matters reach the Vice President.
- Researches and prepares correspondence, reports and position papers of a confidential nature, handles sensitive personnel matters for the Vice President.
- Coordinates all aspects of regional, national and international travel for Vice President (flights, hotels, travel visas, conference registration, transportation etc.).
- Researches and compiles information regarding all legal files relating to business development issues.
- Participates in the development and coordination of the budget planning processes for the Vice President's departments.
- Monitors the department's budget accounts, analyzes historical data used for reports and decision making, and reviews the budgets for flagging and resolving errors and initiating budget transfers as appropriate.
- Prepares variance reports for the Vice President.
- Provides various reports and information required to the College Board and committees, as well as to outside partners as required.
- Drafts and reviews various agreements with partners including Memoranda of Understanding, Service Agreements, and Contribution Agreements.
- Reviews and processes all travel requests and claims for employees reporting to the Vice President.
- Reviews and resolves all discrepancies before processing all invoices for the signature of the Vice President.
- Prepares the agenda, organizes all administrative matters and acts as recording secretary for committees the Vice President is required to chair. Issues minutes in a timely manner and follows up on action items.
- Provides administrative assistance in support of the Executive Assistant to the President and the Executive Assistant to the Vice President Academic and Applied Research and as required.
- Assists the Executive Assistant to the President and the Executive Assistant to the Vice President Academic and Applied Research in preparing agendas and acting as recording secretary for College Board meetings, Board Finance Subcommittee meetings and Executive Committee meetings as required.
- Assists the Executive Assistant to the President and the Executive Assistant to the Vice President Academic and Applied Research with confidential correspondence and other administrative matters as required.
- Performs duties of the Executive Assistant to the President and Executive Assistant to the Vice President Academic and Applied Research for vacation and sick leave period as required.
- 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:	July 2019, July 2021
Modified Date:	November 2021
Manager Signature:	
Executive Sponsor Signature:	
Executive Human Resources:	