**JOB DESCRIPTION**

**10 July 2019**

**Position Title:** Executive Assistant to Vice President, Partnership and Advancement

**Division:** International and Regional Development

**Reporting Relationship:**

This position reports directly to the Vice President, Partnership and Advancement. The position is responsible for providing confidential administrative support to the Vice President, Partnership and Advancement. The position is also responsible for business analysis and data review of the division and to provide timely and up to date feedback on business development initiatives.

**Significant Challenges/Impacts of Decisions:**

Due to the profile of the Vice President’s office, the work often involves sensitive and/or highly confidential issues. This position is challenged to screen and identify matters which require the Vice President’ attention and to bring these forward in a timely manner. During the absence of the Vice President, this position is accountable for prioritizing and re-directing issues to an appropriate source.

Decisions impact the efficient administrative management of the Vice President’s office. The position communicates with senior officials of corporate partners including other educational institutions, government agencies, members of the President’s Council, College faculty and staff, private organizations and industry. The public image of the College is directly impacted by this position’s communication skills and decision making abilities.

**Major Accountabilities**

1. 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.
2. Researches and prepares correspondence, reports and position papers, many of a highly confidential nature and handles sensitive personnel and labor relations matters for the Vice President.
3. Coordinates all aspects of regional, national and international travel for Vice President (flights, hotels, travel visas, conference registration, transportation etc.).
4. Processes inquiries, complaints, and any related correspondence that pertains to the collective agreements on behalf of the Vice President and establishes/updates files for grievances.
5. Receives and reviews complaints for summary to the Vice President from employees and employee groups reporting to the Vice President. Researches material required for the response to the complaint and takes action as appropriate.
6. Researches and compiles information regarding all legal files relating to business development issues.
7. Participates in the development and coordination of the budget planning processes for the Vice President’s departments.
8. 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.
9. Prepares variance reports for the Vice President.
10. Provides various reports and information required to the College Board and committees, as well as to outside partners as required.
11. Drafts and reviews various agreements with partners including Memoranda of Understanding, Service Agreements, and Contribution Agreements.
12. Reviews and processes all travel requests and claims for employees reporting to the Vice President.
13. Reviews and resolves all discrepancies before processing all invoices for the signature of the Vice President.
14. 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.
15. Provides administrative assistance in support of the Executive Assistant to the President and the Executive Assistant to the Vice President Academic and Applied Research as required.
16. 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.
17. 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.
18. 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.

**Education, Experience, Skills and Abilities:**

1. Diploma in Business or Office Administration and a minimum of 5 years of relevant senior administrative assistant experience.
2. Demonstrated analytical and problem solving skills, including strong business development and financial analysis skills.
3. Excellent organizational, presentation, written and oral communication skills.
4. Demonstrated ability to work independently, make decisions and meet deadlines.
5. Demonstrated ability to act with tact and diplomacy and demonstrate superior interpersonal skills (internal and external relationships).
6. Ability to work in a fast paced, ever changing environment.
7. Knowledgeable and proficient in the use of technology – advanced use of Microsoft Office Products, including strong excel and pivot table skills, power point presentation skills, and experience with minute taking.
8. The incumbent must be personable, have a sense of humor and be able to build harmonious working relationships with clients, co-workers and the general public.
9. Extensive cross-cultural experience including experience in communication with international partners.
10. Ability to exercise good judgment in recognizing scope of authority and protecting confidential information.
11. The incumbent must be very organized and able to prioritize tasks.
12. Ability to perform secretarial and clerical duties with deliberate speed and accuracy without immediate and constant supervision.
13. The incumbent must maintain strict confidentiality in performing the duties of this position and act in an honest, trustworthy, ethical manner.