JOB TITLE: Executive Assistant to the Vice-President Academic and Research (VPAR) and Associate Vice-President Academic (AVP-A)

DEPARTMENT: Academic Administration

POSITION STATUS: Permanent, Full-time (35 hours/week), Non-union

SUPERVISION RECEIVED: Vice-President Academic and Research Associate Vice-President, Academic

SUPERVISION EXERCISED: Student Assistants

JOB SUMMARY

A. Administrative Support (40%)
B. VPAR Support (30%)
C. AVP-A Support (30%)

Total 100%

The Executive Assistant (EA) is responsible for the day-to-day operations of the Office of the Vice-President Academic and Research (VPAR) and Office of the Associate Vice-President-Academic (AVP-A). The EA provides the internal and external liaison services needed to fulfill the responsibilities of the Office of the VPAR and AVP-A in an effective, courteous and efficient manner. The use of good judgment and maintaining confidentiality are mandatory.

RESPONSIBILITIES:

A. Support for Academic Administration

- Proactively manage the day-to-day operations of the office through proper identification of business needs, prioritization of critical (high risk) issues; inform and prepare the VPAR & AVP-A on upcoming situations/demands, where briefing is required; anticipate and mitigate emerging issues/risks that impact Faculty, students, and stakeholders as represented by the VPAR & AVP-A.
- Provide advice, guidance and direction based on knowledge/interpretation of institutional policy, procedures, guidelines, full-time and part-time collective agreements, Ministry of Colleges and Universities, Postsecondary Education Quality Assessment Board, Council of Ontario Universities, and Senate
regulations.

- Organize and anticipate project deadlines to meet University obligations and apply critical thinking to identify day-to-day, as well as long-term, priorities
- Act as a confidential sounding board to the VPAR & AVP-A and provide pertinent guidance when needed
- Prepare drafts and format correspondence for the VPAR/AVP-A's review, making amendments as required
- Plan and coordinate all travel arrangements, conference registrations and itineraries for the VPAR & AVP-A (and guests, as requested) and prepare all necessary travel documentation for authorization, reimbursement claims and Credit Card reconciliations as per University policy and procedures
- Manage secure and confidential information relating to the office, including development and maintenance of a complex and logical filing system
- Assist the Manager, Academic and Research with duties as required, such as; the Peer Review Committee (PRC) process, annual budgets, etc.
- Assist with special projects and events as needed.

B. VPAR Support

- Provides administrative support to the VPAR with respect to direct reports including, but not limited to, the Faculty Academic Deans, the AVP-A, the Registrar, Librarian, Director of Experiential Learning and International Affairs, Director of Professional & Continuing Education, and staff.
- Coordinate and organize Academic Planning and Priorities Committee (AppCom) including scheduling meetings, developing agendas, taking minutes and ensuring action items are completed
- Organize and coordinate the various steps involved with the creation of the institution's Academic Plan and Strategic Research Plan (every 5 years) including, but not limited to, creating a timeline, and organizing meetings with key stakeholders
- Assist the VPAR with reporting on Strategic Priorities, annual AppCom and Research Advisory Committees (RAC)
- Develop and maintain agendas/minutes for Joint Consultative Committee (JCC) and ensure action items are addressed

C. AVP-A

- Assist with the development of, and sustainability planning for, the Teaching and Learning Centre
- Liaise with and assist the Quality Assurance Officer in drafting
communications for the AVP-A as required by the Institutional Quality Assurance Program (IQAP) process

- Liaise with Faculty Deans, Executive Assistants and Administrative Assistants in order to operationalize Academic and Strategic plans
- Assist with the development and growth of the Graduate Studies programming
- Other duties as assigned

WORKING CONDITIONS:

- Physical Effort Required
  - Minimal: Some lifting/physical effort required for transportation of materials and setup for school visits
- Physical Environment
  - Minimal: Minimal exposure to unpleasant/disagreeable conditions. Irregular hours of work, at times.
- Sensory Attention
  - Considerable: Work requires a frequent need to concentrate on a variety of sensory inputs for a lengthy duration requiring diligence and attention.
- Mental Stress
  - Considerable: Deadline driven, with frequent interruptions.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in Business Administration or related discipline, and 3-5 years of related experience, or equivalent combination of education and experience
- Solid writing and verbal communication skills or equivalent education and experience
- Proven skills in relationship management and achieving results using a collaborative approach
- Demonstrated success in contributing to change efforts while showing respect for, and sensitivity to, academic and disciplinary norms
- Proven ability to communicate and work effectively with Faculty, course instructors, graduate students, support staff, and university administrators
- It is required that the incumbent possess:
  - Excellent communication skills, both written and verbal
  - Excellent customer services skills
  - Excellent interpersonal skills
  - The ability to work in a team environment
ALGOMA UNIVERSITY JOB POSTING

- The ability to work independently
- Strong personal initiative
- Tact and good judgment
- An ability to successfully meet deadlines
- Excellent administrative and organizational skills with the demonstrated ability to take initiative and prioritize work in a high volume office
- An ability to multitask and work under pressure in a dynamic environment;
- An ability to work effectively with people of diverse backgrounds, styles and abilities
  - Excellent use of technology for collaboration; strong computer skills, including Microsoft applications; G-suite preferred;
  - Commitment to understanding Algoma University's Special Mission and The Seven Grandfather Teachings
  - Vulnerable Police sector check is required

Please submit a resume and cover letter (combined PDF) to people.culture@algomau.ca no later than 4:00pm on Friday, August 19, 2022.

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 who would contribute to the further diversification of our Institution, including equity-seeking groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

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.

Please note that the successful candidate will be required to provide a Police Vulnerable Sector Check as a condition of employment.

This position is open to all qualified applicants, although preference will be given to Canadian citizens and permanent residents of Canada.