JOB TITLE: Executive Assistant to the Vice President, Growth & External Relations

DEPARTMENT: Office of the Vice President, Growth & External Relations

POSITION LOCATION: Brampton or SSM Campus

POSITION STATUS: Permanent, Full-time, Non-union

SUPERVISION RECEIVED: Vice President Growth & External Relations

SUPERVISION EXERCISED: Student Assistants as assigned

PRIMARY FUNCTIONS:

A. Executive Assistant to the VP, Growth & External Relations (60%)
B. Engagement, Outreach & Communications Support (25%)
C. Other duties, as assigned (15%)

Total 100%

Reporting to the Vice President of Growth & External Relations, the Executive Assistant (EA) will be accountable for overseeing the Vice President of Growth & External Relations's Office.

The EA will provide executive and administrative assistance to the Vice President of Growth & External Relations in the planning and management of the portfolio which includes strategic enrolment management, recruitment, advancement and alumni affairs, innovation, strategic partnerships, government relations, public affairs, university communications and marketing strategies. The incumbent will deal with urgent, high-priority or contentious issues, ensuring that the appropriate action is taken. This EA will work with the other Senior Executives’ EA’s collaboratively to ensure project deadlines are met on behalf of the office.

This EA will take the lead role in managing the Vice President Growth & External Relations’s schedule, ensuring prioritization for all meetings and events. Additionally, they will ensure that the VP is prepared well in advance for these meetings in terms of deadlines and tasks assigned to the VP.

RESPONSIBILITIES

A. Executive Assistant to the VP Growth & External Relations
Act on behalf of the Vice President for enquiries of a routine nature.
Act in a confidential capacity to prepare and handle planning documents/spreadsheets, correspondence, files and documents relative to staffing levels, layoffs, contingency planning, grievance/complaint handling, and other matters relative to labour and employee relations.
Act as a confidential sounding board to the Vice President on matters relative to staffing, layoffs, budget and grievance handling. Work with peers to collect required documents to support agenda items for the weekly executive meetings.
Respond to or redirect inquiries whenever possible to ensure the Vice President’s time is being used to its best advantage.
Schedule internal and external appointments through effective use of technology and interaction with an internal and political network.
Attend all of the Vice President’s Management meetings to remain current with the institution’s business and record the minutes of these meetings.
Monitor office budget, reconcile credit card statements against monthly receipts/expenses and ensure approval signature appears appropriate.
Review all correspondence and determine distribution. It is critical to identify timelines, those who should be responsible for taking action, and tracking these, so timelines are met.
Participation in weekly meetings of the Communications Department to support consistency of information sharing and strategic communications planning between campuses.
Notify the Vice President of potential problems/issues.
Develop and implement systems/procedures for the administration of the office
Keep accurate and organized files.
Keep current with technology as it applies to the needs of the office.
Coordinate special events related to the Vice President.
Have an understanding and sensitivity to confidential matters of a serious nature, and take appropriate measures to ensure integrity is evident.
Provide data to enable the Vice President to make decisions and take appropriate action.
Provide administrative support to the Vice President, including travel arrangements, conference/workshop registrations, accommodations, mode of travel, itineraries, social functions, etc., and follow up on payment of travel expenses.
Work with the Communications Department on Vice President speeches, announcements, media concerns, media releases, board activities, University functions, visits from MCU and other ministries, etc.
• Prepare agendas, distribute and track all items, including bringing forward items.
• Attend meetings to take minutes and prepare final minutes for distribution.
• Maintain appropriate procedures, processes and policies that efficiently enhance data integrity.
• Regular office duties such as typing correspondence, filing, organizing mail, booking travel and accommodations, ordering supplies, preparing agenda packages for internal, provincial, and municipal meetings, and ensuring all information required is ready in advance of all meetings.

B. Engagement, Outreach and Communications Support

• Representing the VP's Office review and revise communications, promotional/marketing materials, enrolment, recruitment and retention strategies as required.
• Be a local lead contact for external agencies and/or potential partners and community organizations to promote Algoma University to encourage business development, enrolment growth, and partnership.
• Representing the VP's Office work with the Advancement, Recruitment and Alumni Affairs Teams as required.
• Submission of contributions to a weekly internal newsletter.
• Lead the planning, coordination, and implementation of various events to promote the University within the community, working collaboratively and cross-departmentally to ensure the event plans are reflective of the campus and university goals.
• Assist and lead in the planning and execution of many large-scale events
• As requested develop database reports and queries that will provide information as required.
• Support Alumni, Advancement, Recruitment and External Relations events as needed.
• Support Algoma University’s community outreach activities.
• Work closely with Communications, supporting the development and execution of the University’s social media strategy related to the Vice President’s activities.
• Support the development of compelling, imaginative and engaging digital content (video, social media, etc.) to support strategic institutional priorities from initial storyboarding through to production, editing and sharing.
• Work with the convocation planning committee to organize and coordinate campus convocation and related events as needed.
• Monitor the use of brand standards/elements on the campus to ensure consistency and appropriateness with institutional guidelines.

C. 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
- Self-directed capabilities including demonstrable ability to work independently and as part of a high-performance team
- Ability to multitask, manage multiple projects with competing deadlines and works well under pressure
- Strong organizational skills
- Superior (oral/written) communication, including presentation skills
- Superior interpersonal and relationship management skills
- Ability to demonstrate sound judgment, analytical and problem-solving skills in decision-making
- Ability to establish and maintain strong cooperative internal and external relationships
- Critical thinking and strategic planning skills
- Be able to work with and adapt successfully to shifting priorities, variations in work schedules, locations and/or tasks and respond to changing procedures, technology and/or policies in a positive, appropriate manner.
- Experience working on marketing and communications projects
- Experience working in any of the following areas - student recruitment, enrolment, advancement and/or alumni affairs
- Experience working directly with students and the general public
Experience in grant and/or proposal writing
- Be able to work effectively with people of diverse backgrounds, styles and abilities
- Project management, organizational and time management skills
- Excellent use of technology for collaboration; strong computer skills, including Microsoft applications; G-suite preferred;
- Commitment to understanding Algoma University’s policies and procedures, 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.