



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title:	Academic Executive Assistant (A-EA) to the Dean of Humanities/Social Sciences & Cross-Cultural Studies Administration
Position Status:	Permanent, Full-Time Non-Union
Department:	Department of Humanities/Social Sciences & Cross-Cultural Studies
Supervision Received:	Dean of the Faculty of Humanities/Social Sciences & Cross-Cultural Studies
Location:	Sault Ste. Marie, ON

PRIMARY FUNCTIONS:

A.	Faculty Dean Support	50%
B.	Faculty Support	40%
C.	Office Administration	10%
TOTAL		100%

The Academic Executive Assistant (A-EA) to the Dean of the Faculty of Humanities/Social Sciences and Cross-Cultural Studies manages the day-to-day operations, and acts as the first point of contact for, the Faculty Dean's Office, to ensure professional and exceptional delivery of academic programs, including Faculty collective agreement (CA) responsibilities, support for academic unit responsibilities, and student concerns/complaints/appeals. The A-EA manages the operational functioning of a broad scope of academic project initiatives, including associated budgets, to a standard that meets regulatory (Ministry of Colleges and Universities, Board of Governors, Senate, etc.) requirements.



RESPONSIBILITIES:

A. Faculty Dean Support (50%)

- Proactively manage the day-to-day operations of the office through proper identification of business needs and prioritization of critical (high-risk) issues; inform and prepare the Faculty Dean on upcoming situations/demands, where briefing is required; anticipate and mitigate emerging issues/risks that impact Faculty, students, and stakeholders as represented by the Office of the Faculty Dean.
- Initiate and compile research/data collection for assistance in reporting/planning, compliance with policy/procedures, etc., consistently staying well-informed on collective agreements, policies, procedures, regulations, and academic initiatives (as applicable to the Faculty).
- 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 Faculty Dean and provide pertinent guidance when needed.
- Assist with the organization of New Faculty Orientations and mentoring in accordance with collective agreements.
- Liaise with the e-Learning staff and external support services to provide ongoing communication to Faculty regarding Online and Technologically Assisted course delivery.
- Advise and assist the Faculty Dean in the development of academic budgets which can include ad-hoc, collaborative partnership, and project budgets, as required. Coordinate and monitor budget transactions within the scope of authority and resolve issues as they arise. Analyze budget reports to ensure accuracy and to forecast future expenditures and/or savings.
- Plan and coordinate all travel arrangements, conference registrations, and itineraries for the Faculty Dean (and guests, as requested) and prepare all necessary travel documentation for authorization, reimbursement claims, and credit card reconciliations as per university policy and procedures.
- Oversee and coordinate the Marking/Grading stipends and part-time/casual student/employee recommendation and hiring processes in close collaboration with relevant academic departments, and the departments of People and Culture and Innovation & Technology.
- Manage the relevant parts of the academic dishonesty policy process and liaise with Faculty Chairs, students, student unions, Ombudsperson, and the Senate Appeals Committee in terms of the grade and academic dishonesty appeals as well as the academic complaints process.
- Assist the Faculty Relations Officers with part-time instructor hiring processes as needed.

B. Faculty Support (40%)

- Provide advice, guidance, and direction to Faculty members, Department and



Faculty Chairs based on knowledge/interpretation of institutional policy, procedures, guidelines, full-time and part-time collective agreements, and Senate policies and regulations.

- Ensure compliance with Algoma University policies when processing forms for full-time and part-time Faculty, such as; Travel Authorizations and Claim forms, Purchase Orders when applying for Professional Allowance, and PERF funds.
- Liaise with Department and Faculty Chairs to ensure understanding of their responsibilities related to both Faculty collective agreements, including implementation of Senate policies, training, and understanding of other duties, such as Part-Time Appointment Committee process, Right of First Refusal evaluations, etc.
- Assist with onboarding and offboarding of full-time and part-time Faculty.
- Liaise with the Academic Administrative Assistants to ensure clear communication and follow-up is provided to Faculty.
- Update the Faculty webpages with photos and biographies and maintain various Faculty aliases.

C. Office Administration (10%)

- Act as the first point of contact with respect to the management of the office. Responsible for supervising and coordinating office organization and operations (including duties such as photocopying, scheduling, task organization, mail, etc.), correspondence (drafting/responding to letters, preparation and submission of reports, etc.), and coordination of meetings, including scheduling, preparing agendas, and minute-taking, as required.
- Manage secure and confidential information relating to the department, including the development and maintenance of a complex and logical filing system.
- Provide backup for the other Academic Executive Assistants, as required.
- Assist with all Faculty events including those organized by the Office of the Vice-President, Academic & Research.
- Other duties, as assigned.

WORKING CONDITIONS:

Physical Effort

Minimal

Some lifting/physical effort required for transportation of materials and setup for school visits

Physical Environment

Minimal

Minimal exposure to unpleasant/disagreeable conditions

Sensory Attention

Considerable

Work requires frequent need to concentrate on a variety



of sensory inputs for lengthy durations, requiring diligence and attention

Mental Stress

Considerable

Deadline-driven, with frequent interruptions; irregular hours of work, at times

MINIMUM QUALIFICATIONS

- Undergraduate degree in Business Administration, Humanities/Social Sciences, or related discipline, and a minimum of three (3) years of related experience, or an equivalent combination of education and experience, is required.
- 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.
- It is required that the incumbent possess:
 - Excellent communication skills, both written and verbal.
 - Excellent customer service skills and interpersonal skills.
 - The ability to work both independently and in a team environment.
 - Strong initiative, and good judgment.
 - Excellent administrative and organizational skills with the demonstrated ability to take initiative and prioritize work in a high-volume office.
 - Ability to balance competing priorities and work under pressure in a dynamic environment.
 - The ability to work effectively with people of diverse backgrounds, styles, and abilities.
- Excellent use of technology for collaboration.

Salary Scale: **\$56,589 to \$70,736 annually**

Please submit a resume and cover letter (combined PDF) to
talent.acquisition@algonau.ca

no later than 4:00 p.m. on February 9, 2024.

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-deserving 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.