



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:	Administrative Assistant to the Office of Student Success and Wellbeing Staff Bargaining Unit
Position Status:	Permanent, Full-Time (35 hrs/week) OSSTF
Department:	Student Success & Wellbeing
Supervision Received:	Director Student Success and Wellbeing
Location:	Sault Ste. Marie, ON
# of Positions:	1

PRIMARY FUNCTIONS:

A.	Administrative Support	45%
B.	Event Facilitation and Project Support	45%
C.	Other Duties	10%
TOTAL		100%

The Student Success and Wellbeing office models a welcoming, inclusive safe space to both learn and work, and has a strong commitment to Algoma University's Special Mission, Indigenization, Decolonization, Equity, Diversity, and Inclusion (EDI), and the Seven Grandfather Teachings, all of which guide the work and interactions of the office. Algoma University is a multi-campus university with locations in Timmins, Brampton, Mississauga, and Sault Ste. Marie, and it is expected that the department works collaboratively to support all locations.

Reporting to the Director of Student Success and Wellbeing, the Administrative Assistant



provides services that support the day-to-day operational administrative needs of the Office of the Director and subsequent departments. The incumbent ensures the needs of the office and employees are met in a timely manner. This position requires high confidentiality, good judgment, exceptional attention to detail, adaptability, and the ability to work under challenging time constraints and conditions due to various priorities within Student Success and Wellbeing. The incumbent will be required to continuously shift priorities in order to meet the changing demands of the Office of the Director, and is expected to display high standards of diplomacy and professionalism.

RESPONSIBILITIES:

A. Administrative Support (45%)

- Provide a welcoming and professional level of front-line assistance for all telephone calls, in-person encounters, and email inquiries.
- Assist with coordination and organization of meetings as required, including all travel arrangements, conference registrations, catering, room bookings, itineraries, and all other travel documents, authorizations, claims, and reconciliations as per university policy for the Director (and guests, as requested).
- Provide real-time support during meetings as required including taking minutes and following up on action items.
- Process invoices, expense reimbursements, credit card reconciliations, and purchase orders.
- Assist with administrative tasks related to the Office of the Director, including picking up supplies, materials and equipment, as necessary.
- Develop and maintain a confidential records management system of the Office of the Director, Student Success and Wellbeing, adhering to access and sharing policies and restrictions.
- Maintain strict confidentiality when dealing with both on and off-campus information, documents, meetings, correspondence, student data, etc.
- Assist in the maintenance of monitoring systems to track departmental priorities including student success aggregate data reporting.
- Assist in the coordination of the yearly (and ongoing) planning of the Director and the Student Success & Wellbeing department.
- Provide vacation/absence coverage laterally across the department as needed.

B. Event Facilitation and Project Support (45%)

- Work collaboratively within student-facing departments, for larger scale events.
- Coordinate, schedule, plan, and execute events/functions related to Student Success and Wellbeing.
- Work collaboratively with internal and external partners to ensure the successful execution of events and strengthen relationships.
- Assist with the coordination of external guests to the university as assigned by the



Director, working in collaboration with other relevant departments.

- Prepare agendas, itineraries, work plans, and other related documents for all events/functions hosted by the Director, Student Success and Wellbeing.

C. Other Duties (10%)

- Provide administrative support for the day-to-day functions of the Office
- Other duties, as assigned.

WORKING CONDITIONS:

Physical Effort

Minimal:

Some lifting/physical effort is required for transportation of materials and setup/take down of events.

Physical Environment

Minimal:

Minimal exposure to unpleasant/disagreeable conditions.

Sensory Attention

Moderate:

Moderate need for detailed/precise work to be completed while accommodating regular interruptions.

Mental Stress

Moderate:

Work activities are performed with occasional exposure to one or more mental pressures but the stress would not be noticeably disruptive to the work nor result in unpleasant reactions (i.e. normal deadlines, client interactions, repetitive work, etc.)

MINIMUM QUALIFICATIONS

- Undergraduate degree or college diploma, preferably in business administration or office administration, and a minimum of one (1) year of experience working in a related position, or an equivalent combination of experience and education, is required.
- Experience in a higher education setting is considered an asset
- Project management/coordination experience is considered an asset.
- Demonstrated ability to effectively plan small, medium, and large-scale events.
- Demonstrated strong competence in Google Suite, Google Hangouts, Zoom, Teleconferencing, and Microsoft Office programs (particularly Word and Excel).
- Strong interpersonal and communication skills with the ability to represent the university professionally in interactions with internal and/or external communities.
- Ability to work independently, meet deadlines and manage time effectively.



- Excellent administrative and organizational skills with the demonstrated ability to take initiative, multitask, problem solve and prioritize work in a high-volume office with attention to detail.
- Understanding of, and ability to uphold, strict confidentiality.
- Team player with the ability to work effectively with people of diverse backgrounds, styles, and abilities.
- Vulnerable Police sector check is required.

Salary Scale: \$45,018 to \$56,272 annually

**Please submit a resume and cover letter (combined PDF) to
talent.acquisition@algonau.ca no later than 4:00 p.m. on April 8, 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.