



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, Finance & Planning Staff Bargaining Unit
Position Status:	Permanent Full Time (35 hrs/week) OSSTF
Department:	Finance and Planning
Supervision Received:	Associate Vice President, Finance and Planning
Supervision Exercised:	Student Assistants
Location:	Sault Ste. Marie, ON
# of Positions:	1

PRIMARY FUNCTIONS:

A.	Administrative support	50%
B.	Financial process support	40%
C.	Other Duties	10%
TOTAL		100%

Reporting to the Associate Vice-President, Finance and Planning, the Administrative Assistant is responsible for ensuring the smooth operation and confidentiality of the department, with a focus on service excellence in support of the department's strategic activities related to financial services and institutional planning. The incumbent will work in a dynamic, fast-paced environment providing support for departmental activities while supporting project coordination of any relevant projects within the Finance and Planning portfolio.

This position requires initiative, professionalism, attention to detail, discretion, and



problem-solving skills to ensure excellence in customer/ student services and administrative duties.

RESPONSIBILITIES:

A. Administrative support (50%)

- Provide a welcoming and professional level of front-line assistance for all telephone calls, in-person encounters, and email inquiries.
- Perform a variety of administrative support tasks to aid day-to-day operations and overall efficiency of the department, including developing and maintaining filing systems.
- Prepare drafts and format correspondence and other documents, as requested.
- Check and distribute department mail; coordinate packages to courier.
- Schedule and coordinate meetings and/ or conferences, and attend/ participate in meetings, as requested (e.g. preparing and distributing meeting packages and agendas, minute taking, coordinating catering, room bookings, facilitating IT/AV equipment setup, honorariums, and mailings etc.).
- Keep accurate, up-to-date, and organized electronic files, and ensure accessibility for internal and external meetings, appointments, projects, workshops, and conferences.
- Process invoices, expense reimbursements, credit card reconciliations, and purchase orders.
- Make travel arrangements, including logistics and preparation.

B. Financial Process Support (40%)

- Assist with navigating Standard Operating Procedures (SOPs) and guides
- Act as the first point of contact for the broader Algoma University community regarding any financial process queries
- Assist with the maintenance of documents on external facing sites (dashboards)
- Provide customer service support to the community (students, staff, faculty) in directing their inquiries to the appropriate person.
- Manage the incoming requests in the financial services inbox.
- Work towards becoming a subject matter expert in all financial service processing activities (purchase orders, invoice processing, employee reimbursements etc)
- Provide guidance and training on processes and policies

C. Other Duties (10%)

- Other duties as assigned



WORKING CONDITIONS:

Physical Effort	<i>Minimal</i> Sitting (extended periods), walking (minimal), lifting (15 lbs), keyboarding (considerable time).
Physical Environment	<i>Minimal</i> Minimal exposure to noise, and odors; some exposure to unpleasant/disagreeable conditions related to interaction with members of the public
Sensory Attention	<i>Moderate</i> Frequent disruptions and daily front-line assistance in an “open-door” workspace; frequent need to back-track to resume activities; high need for precise work
Mental Stress	<i>Moderate</i> Frequent interruptions, occasionally engaging with disagreeable clients/members of the public; occasional disruption to work-life balance to support/ attend evening/ weekend events

MINIMUM QUALIFICATIONS

- Undergraduate degree or college diploma preferably in Finance, and a minimum of one (1) year of experience in an administrative role, or an equivalent combination of education and experience is required.
- Experience with international travel and working with international organizations is considered an asset.
- Experience navigating support for multiple high-priority projects with competing deadlines is an asset
- Strong communication skills, both written and verbal.
- Excellent interpersonal skills, and the ability to work effectively with people of diverse backgrounds, styles, and abilities.
- 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.
- Ability to work independently, set priorities, identify contentious issues, exercise good judgment, use discretion, and ensure appropriate action is taken when required.
- Understanding of, and ability to uphold, confidentiality.
- Demonstrated strong competence in Google Suite, Zoom, Teleconferencing, and



Microsoft Office programs (particularly Word and Excel).

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

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