



*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:** Senior Executive Assistant, President's Office  
Administration

**Position Status:** Permanent, Full-Time  
Non-Union

**Department:** Office of the President & Vice-Chancellor

**Supervision Received:** Managing Director, President's Office

**Supervision Exercised:** Administrative Assistant(s), President's Office

**Location:** Sault Ste Marie, ON

**# of Positions:** 1

**PRIMARY FUNCTIONS:**

A. Executive Support of the President & Vice-Chancellor	50%
B. Special Projects and Strategic Priorities	25%
C. Executive Support of Senior Team Members	20%
D. Other Duties	5%
<b>TOTAL</b>	<b>100%</b>

Reporting to the Managing Director, the Senior Executive Assistant is responsible for providing executive administrative support to the University's President & Vice-Chancellor, members of the Executive Team that reside in the Office of the President, and for the operational functions of the Office.

The incumbent provides senior-level support to the President and, at times, leads key projects



impacting the community. This position acts as the team lead of the unit working closely with the Administrative Assistant(s) working in the President's Office. This role is key in fostering a positive and welcoming environment for visitors and guests.

The Senior Executive Assistant must be able to work in rapidly changing circumstances that require flexibility and the ability to work on multiple priority projects. The incumbent must be able to work independently, exercise judgment, and know when to ask for help. This role is subjected to frequent interruptions requiring frequent re-assessment of priorities and workflows.

The role is an important representative of the university requiring a high level of discretion when dealing with sensitive and confidential matters. The incumbent must display high standards of diplomacy and professionalism.

The incumbent is responsible for providing administrative support to the area including all correspondence, calendar maintenance, file and record maintenance, meeting scheduling and preparation, budget monitoring and maintenance, and travel plans as required.

#### RESPONSIBILITIES:

##### **A. Executive Support of the President & Vice-Chancellor (50%)**

- Direct and manage all tasks associated with the President's daily meetings and email correspondence.
- Manage and oversee all aspects of the Administrative Assistant's role, including developing and implementing effective systems/procedures and monitoring performance, professional development, and growth.
- Use critical thinking and tact to strategically manage/prioritize the complex schedule/calendar and multiple competing and urgent priorities of the President.
- Plan and coordinate all travel arrangements, conference registrations, itineraries, and all other travel documents, authorizations, claims, and reconciliations as per university policies for the President (and guests, as requested).
- Reconcile the President's Office's corporate Visa to ensure the balancing of statement and policy adherence.
- Support the President prior to, and during, important meetings and events. Seek relevant facts and information by contacting internal and external constituents, analyzing the information, and developing and identifying options and priorities.
- Ensure adherence to university policies for signing authority.
- Act as primary contact for bookings with the Senior Executive Team; prioritize meeting requests and communicate with others to facilitate and prioritize meeting times.
- Assist in the preparation of weekly Senior Executive Team meetings and coordinating meeting attendees, including agenda organization.
- Providing research, data collection, reporting, and planning in support of various projects as required.



**B. Special Projects and Strategic Priorities (25%)**

- Under the leadership of the Managing Director, support strategic priorities and key projects of the President's Office; assisting in establishing and/or supporting the development of objectives, determining priorities, developing and managing timelines, liaising with Senior Leadership Team, Directors, external consultants, students, and union groups.
- Facilitating the planning logistics for committees struck by the President's Office (both on and off campus); including scheduling, agenda preparation, facilitating meetings, etc.
- As requested, conducting research, collecting data for reporting and planning purposes to enable the President to make decisions and the appropriate action.
- Support the President and the Managing Director prior to, and during, important meetings and events. Seek relevant facts and information by contacting internal and external constituents, analyzing the information, and developing and identifying options and priorities.
- Complete designated tasks ensuring the quality of events involving the President, ensuring appropriate briefings, protocols, and procedures are followed.
- Under the guidance of the Managing Director, collaborate and assemble speaking remarks, draft programs, and briefing notes for the President

**C. Executive Support of Senior Team Members (20%)**

- Support the planning and coordination of travel arrangements, conference registrations, itineraries, and all other travel documents, authorizations, claims, and reconciliations as per university policies for Senior Team Members in the President's Office and the University Chancellor.
- Reconciliation of Senior Team Member Corporate Visa to ensure balancing of statement and policy adherence
- Occasionally, support Senior team members in the President's office prior to, and during, important meetings and events. Seek relevant facts and information by contacting internal and external constituents, analyzing the information, and developing and identifying options and priorities.

**D. Other Duties (5%)**

- Other duties, as assigned.

**MINIMUM QUALIFICATIONS:**

- Post-secondary degree or diploma in the field of Business, and a minimum of three (3) years of related experience providing senior administrative support through various



roles that demonstrate responsibility, or an equivalent combination of education and experience, is required.

- Demonstrated sound understanding of leadership and people management.
- Strong understanding and working knowledge of institutional by-laws, policies, procedures, and organizational relationships.
- Excellent time management, organizational, and problem-solving skills and the ability to work in a complex organization.
- Excellent interpersonal skills to deal with a myriad of individuals and organizations
- Solid writing and verbal communication skills.
- Strong project management and leadership skills.
- Ability to work independently, and make sound decisions.
- Experience with, and understanding of, budgeting including development, oversight, and tracking.
- Strong critical thinking and conflict management skills.
- Experience working within a complex unionized environment would be considered an asset.
- Excellent use of technology for collaboration.

**Salary Scale:      \$69,764 to \$87,205 annually**

**Please submit a resume and cover letter (combined PDF) to  
talent.acquisition@algomau.ca no later than 4:00 p.m. on May 7, 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.