

## Job Description

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<b>Job Title:</b>	Executive Assistant to the Associate Vice-President, Human Rights, Equity and Inclusion
<b>Department:</b>	Office of the Associate Vice-President, Human Rights, Equity and Inclusion
<b>Reports To:</b>	Associate Vice-President, Human Rights, Equity and Inclusion
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 7
<b>Effective Date:</b>	January 2019

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### **Primary Purpose**

The Executive Assistant will provide a wide range of support to the Associate Vice-President, Human Rights, Equity and Inclusion (Associate Vice-President). This position acts as a liaison for the Associate Vice-President with diverse stakeholder groups on campus (students, staff, faculty and senior administrators) and off (community groups, global corporations, leading universities) to promote equity and inclusion while increasing campus and community engagement, and encouraging positive relationships locally, nationally, and internationally.

### **Key Accountabilities**

#### **Executive Support**

- Manages the Associate Vice-President's calendar and the scheduling of meetings and engagements. Maintains awareness of upcoming events, any potential scheduling conflicts, and ensures information flows to the Associate Vice-President as required
- Ensures that the Associate Vice-President is prepared for meetings, events and other engagements by means of briefing notes, binders, speaking remarks, policy documents and consultations on approaches to issues.
- Exercises judgment in determining whether issues or requests for meetings/events are appropriate or best referred elsewhere.
- Coordinates and schedules appointments, logistics and arrangements for internal and external meetings and trips as required
- Coordinates all travel preparations for the Associate Vice-President which includes making arrangements for accommodation, transportation, conference registrations, meeting schedules, and preparing a trip itinerary, as required
- Prepare and process expense claims for the Associate Vice-President, in accordance with University policies
- Conducts research on equity related matters and assists with writing reports, presentations, and projects
- Leads projects as assigned by the Associate Vice-President
- Reports on progress and performance of strategic projects and initiatives to the AVP as required
- Coordinates data collection and management for the Associate Vice-President
- Responds to questions and inquiries from internal and external partners, on behalf of the AVP

#### **Program and Event Support**

- Researches, assesses and recommends new events, programs and initiatives for the Associate Vice-President to promote a culture of equity, inclusion, and diversity and build campus engagement

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- Liaises with internal and external contacts regarding programs, events and initiatives that may be of interest to the Associate Vice-President to build relationships and create new opportunities for engagement
- Prepares and disseminates agendas, minutes, memoranda, and reports
- Ensures all arrangements are in place, troubleshoots when required and ensures the AVP has all necessary information for program/events

### **Financial Management**

- Coordinates and organizes the submission of receipts through Concur for the AVP

### **Communications**

- Develops communications on behalf of the Associate-Vice President, which includes: speeches, memos, announcements, emails, and components of larger communications projects and initiatives
- Liaises with graphics and related services about the development of documents, event materials, and advertising
- Liaises with Information Systems Technology (IST) to coordinate, assign, track and resolve client initiated problem reports on behalf of the Associate Vice-President's Office
- Escalates complex technical issues to IST, as required

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### **Required Qualifications**

#### **Education**

- University degree or equivalent experience and education.

#### **Experience**

- 5 years of experience supporting a senior level executive, preferably in a post-secondary institution
- Demonstrated experience developing communications, including speeches, on behalf of a senior level executive
- Demonstrated experience working effectively in a fast-paced environment with an exceptional ability to multitask in a highly dynamic environment

#### **Knowledge/Skills/Abilities**

- Working knowledge of various equity seeking groups to aid in the development of speeches, communications materials, reports and presentations
- Proven ability to manage large volumes of work, conflicting priorities, and competing deadlines
- Collaborative team player comfortable leading as well as executing and taking constructive input from multiple sources.
- Ability to provide unobtrusive support to the AVP and the AVP's team by earning the trust and confidence of them.
- Communicates effectively, precisely and professionally with internal and external sources.
- Proactive in anticipating the needs of the AVP and their team members and ability to manage tight deadlines.
- Excellent communication, problem solving, organization, creative thinking, interpersonal, technical and writing skills.
- Ability to think strategically and with a high capacity for work including a willingness to work flexible hours.
- Exceptional service skills acquired in a university setting or a multi-stakeholder environment.

- The Executive Assistant will be a self-starter, have a strong entrepreneurial spirit, driven to engage with a wide-range of internal and external stakeholders, and will take proactive measures to enhance the profile of the Office.

### **Nature and Scope**

- **Contacts:** Internally, communicates with senior administration, students, faculty and staff. Externally, communicates with community groups and various stakeholders.
- **Level of Responsibility:** The Executive Assistant is responsible for providing support, advice and assistance to the AVP in all areas of their work. The Executive Assistant performs no direct supervision of others. The Executive Assistant will use judgement to assist in the formulation of decisions in a highly confidential environment and will be involved in developing recommendations to settle highly sensitive, confidential matters that are critical to the university.
- **Decision-Making Authority:** The Executive Assistant is expected to be self-directed in executing her/his responsibilities. The role has a mix of defined, specialized, routine, and non-routine tasks and requires sound judgment, tact, and discretion in juggling and executing these responsibilities. The Executive Assistant will make recommendations to the Associate Vice-President regarding the execution of their responsibilities. Makes decisions when required on behalf of the AVP and seeks expert advice when required. Provides continuity in the absence of the Associate Vice-President and has discretion to make decisions that are in line with the strategy and goals of the equity mandate. Makes decisions to the most efficient use of the AVP's time (ie. attendance at meetings, events, speaking engagements) and seeks advice when required.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment. This position works independently and collaboratively and requires sound judgment, a strong work ethic and an ability to work under very challenging time constraints with competing priorities. Flexibility in working hours, thoroughness, accuracy, attention to detail and professionalism are required.
- **Working Environment:** Minimal exposure to disagreeable conditions. There can be a lack of control over work pace due to irregular and/or high volumes of work and multiple and/or tight, unalterable deadlines, and frequent interruptions.