

## Job Description

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<b>Job Title:</b>	Executive Assistant, Co-operative and Experiential Education
<b>Department:</b>	Co-operative and Experiential Education
<b>Reports To:</b>	Associate Provost, Co-operative and Experiential Education (dotted line reporting to Executive Director, Co-operative Education)
<b>Jobs Reporting:</b>	Administrative Assistant
<b>Salary Grade:</b>	USG 8
<b>Effective Date:</b>	February 2021

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### **Primary Purpose**

The Executive Assistant, Co-operative and Experiential Education provides logistical and administrative support to the Associate Provost, Co-operative and Experiential Education and the Executive Director, Co-operative Education. At times, the Executive Assistant acts as their agent in specific matters, enabling the Associate Provost and the Executive Director to focus attention on strategic, advocacy, and leadership issues. The Executive Assistant is responsible for the day-to-day administrative oversight and operation of the Office of the Associate Provost, Co-operative and Experiential Education and the Office of the Executive Director, Co-operative Education. The Executive Assistant oversees an Administrative Assistant who provides administrative support to the Co-operative and Experiential Education (CEE) directors and the Co-operative Education (CE) directors.

### **Key Accountabilities**

#### **Executive Assistance**

- Prepares materials required for effective participation in, or chairing of, both internal and external meetings; involves extensive interaction with senior university administrators, faculty members, deans and their administrative staff, other individuals and teams from across the University and external delegations from academia, industry and government
- Prepares and organizes support materials by researching, analyzing, composing and/or synthesizing and formatting documents ensuring materials are submitted by others as required
- Ensures the Associate Provost, Co-operative and Experiential Education and the Executive Director, Co-operative Education are prepared for meetings, events and other engagements by means of briefing notes, briefing binders, speaking notes, policy documents, and consultation on approaches to issues; includes researching websites for relevant information prior to the Associate Provost's or Executive Director's meetings with external visitors and working closely with the Director, Brand and Strategic Initiatives
- Ensures that all participants in meetings with the Associate Provost or Executive Director are fully briefed and prepared with appropriate backgrounders and materials (may involve liaising with the Director, Brand and Strategic Initiatives)
- Provides relationship management and administrative coordination, including preparation of presentations and reports, organizing meetings, and developing agendas
- Consolidates materials across all CEE units for consolidated reporting (e.g. quarterly Provost report, CEC quarterly meeting reports, brand and strategic initiatives presentations and materials)
- Works with the relevant stakeholders to prepare the Associate Provost's and Executive Director's presentations to various councils and boards (e.g. Co-operative Education Council, Executive Council, Dean's Council, Board of Governors, Senate)

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- Acts as a point of contact between the Associate Provost, Executive Director and the Director, Brand and Strategic Initiatives and key external and internal stakeholders to relay information, seek advice, engage parties in visit/meetings/events etc.
- Provides a confidential sounding board for ideas and plans; provides advice and criticisms, critical analysis, perspectives, options, and alternative approaches
- Coordinates media inquiries for the Associate Provost, Executive Director and the Director, Brand and Strategic Initiatives with the CEE Business Services Communications and Employer Engagement team and University Communications
- Supports the Associate Provost's and Executive Director's involvement with various associations in the global, national, and provincial WIL communities (this may involve assistance with meetings, events, resources and communications)

### **Financial**

- Completes expense reimbursement claims for the Associate Provost and Executive Director

### **Meeting and Event Management**

- Schedules and organizes internal and external meetings, handles responses, and attends to special requests, includes contacting senior corporate, university and government officials regarding meetings
- Prepares agendas, collects, and organizes meeting materials and delivers to Co-operative Education Council (CEC) members; records minutes and produces meeting notes for the CEC meetings
- Coordinates arrangements for receptions and functions hosted by the Associate Provost or Executive Director
- Liaises with the Office Assistant to book facilities, equipment and refreshments for meetings, events and visitors to the Associate Provost or Executive Director
- Anticipates requirements and assembles materials and briefings for meetings, events, and appointments; includes drafting agendas, letters, and other correspondence; preparing handouts and reports; assisting with electronic presentation notes or other supporting materials

### **Responsible for Daily Functioning of the Associate Provost, Co-operative and Experiential Education and Executive Director, Co-operative Education Offices**

- Manages the calendars of the Associate Provost and Executive Director
- Takes initiative to draft correspondence letters and memos for the Associate Provost and Executive Director
- Acts as a point of contact between the Associate Provost and Executive Director and senior university administrators, faculty members, deans and their administrative staff, others across the University, ensuring the effective flow of information and follow-up
- Manages the Office of the Associate Provost, Co-operative and Experiential Education and the Office of the Executive Director, Co-operative Education when the Associate Provost and/or Executive Director are out of the office or otherwise engaged, includes keeping the Associate Provost and Executive Director informed of priorities and urgent matters as they arise and responding as appropriate

### **Administrative Assistance**

- Effectively manages confidential and sensitive information
- Handles simple and complex document preparation using Word, Excel, Visio and/or PowerPoint
- Proofs documents for quality control
- Reviews and filters the Associate Provost's and Executive Director's incoming mail, both electronic and paper, and handles or redirects correspondence as appropriate; brings priority documents to the attention of the Associate Provost or Executive Director; and where appropriate, drafts replies

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- Coordinates and makes travel arrangements for the Associate Provost and Executive Director and manages the related itineraries
- Maintains filing systems, correspondence, and retrieval systems for the Associate Provost and Executive Director
- Provides backup coverage during vacations and absences of the Administrative Assistant
- Performs other administrative duties as assigned

### **People and Process Leadership**

- Supervises the Administrative Assistant, Co-operative and Experiential Education; ensuring he/she is informed, engaged, developed, and working effectively
- Ensures agreed processes are followed consistently, goals met, and appropriate metrics identified, tracked, and communicated openly and frequently
- Leads a Community of Practice with the other administrative staff within Co-operative and Experiential Education to ensure the delivery of high-quality administrative support; organizes recurring meetings to share best practices, resources, and experiences
- Through the work of the Administrative Assistant, the Executive Assistant is ultimately responsible for the support provided to the Co-operative and Experiential Education Directors and the Co-operative Education Directors

*\*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**

- Post-secondary education or equivalent education and experience; university degree is preferred

#### **Experience**

- 5 years of experience supporting an executive level position (post-secondary school environment preferred)

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

- The position requires substantial skill in managing complexity and coordinating a range of activities and demands. Responsibility, maturity, and excellent problem-solving skills are critical. Writing and organizational skills are key, as are managing conflicting priorities from multiple stakeholders
- Proven strategic and pragmatic thinker, has excellent interpersonal skills, a proven record of demonstrated tact, judgement and diplomacy, confidence, organization, and the ability to assimilate information and analyze data quickly
- Demonstrated ability to make independent decisions
- Ability to effectively manage themselves, includes approaching workplace situations with a positive attitude, managing their own reactions and emotions, coping with workplace pressures, and incorporating feedback into workplace performance
- Ability to acknowledge the limits of their own knowledge and abilities and seek feedback on their performance
- Ability to remain calm and organized during busy, changing, or challenging times, and is a clear and positive verbal communicator
- Attention to detail (e.g. as it relates to scheduling, travel arrangements, report content, etc.)
- Specialized work with minimal supervision

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- Experience with resolving scheduling conflicts and applies judgment to determine priority meetings and relationships
- Ability to gather information and compile/write reports
- Ability to support two senior leaders simultaneously; requires ability to identify and act on priority work and identify opportunities to synthesize objectives, requests, strategies, and priorities
- Excellent communication (oral and written) with the ability to write communication on behalf of an executive
- Experience managing global travel and meeting schedules is a significant asset
- Proven ability to build strong relationships and influence individuals at all levels of an organization, as well as external constituents

### **Nature and Scope**

- **Contacts:** Internal Relationships: the Executive Assistant, Co-operative and Experiential Education facilitates the Associate Provost's and Executive Director's internal working relationships with the President, the Vice-President, Academic and Provost, the vice-presidents and associate provosts, the deans and associate deans, Senate and its various councils, the Board of Governors, Deans' and Executive Councils, senior leadership of academic support units (e.g. IAP) and the employees of Co-operative and Experiential Education. The position works closely with the entire Co-operative and Experiential Education department (this may include coordinating travel for the Associate Provost or Executive Director with that of other CEE employees, jointly planning an event etc.). External relationships: the Executive Assistant, Co-operative and Experiential Education facilitates internal working relationships between the Associate Provost or the Executive Director and federal and provincial ministries and delegations from academia, industry and government. The Executive Assistant also assists the Associate Provost and Executive Director to execute his or her responsibilities associated with numerous board memberships or association involvement.
- **Level of Responsibility:** The position has responsibility and accountability for serving as the first point of contact to the Associate Provost, Co-operative and Experiential Education and the Executive Director, Co-operative Education.
- **Decision-Making Authority:** This position will be responsible for making decisions related to scheduling, travel, the escalation of issues to the Associate Provost or Executive Director, meeting and event agendas and logistics. Problem solving is a critical skill for this position. Unexpected issues and/or conflicts may arise, and the incumbent must be capable of analyzing problems and quickly solving issues. The incumbent will be responsible for making decisions with respect to most efficient use of the Associate Provost's and Executive Director's time (i.e. meetings, events, travel) and seeking advice when required.
- **Physical and Sensory Demands:** This position requires the ability to work effectively in a fast-paced environment and maintain a high level of attention to detail. The work environment may include lack of control over work pace due to work processes, irregular and/or high volumes beyond one's control, multiple and/or tight deadlines beyond one's control and constant interruptions (e.g. phone calls, e-mails, unplanned but urgent support requests, or emergencies).
- **Working Environment:** Regular working hours, some evening/weekend work required. Exposed to stress and pressure associated with senior level responsibilities.