Job Description

**Job Title:** Executive Assistant to the Executive Director, Co-operative Education

**Department:** Co-operative Education

**Reports To:** Executive Director, Co-operative Education

**Jobs Reporting:** None

**Salary Grade:** USG 7

**Effective Date:** December 2019

**Primary Purpose**
The Executive Assistant provides logistical and administrative support to the Executive Director, Co-operative Education, and at times, acts as their agent in specific matters, enabling the Executive Director to focus attention on strategic, advocacy, and leadership issues. The Executive Assistant will also provide support to the Co-operative Education leadership team. The Executive Assistant is responsible for the day-to-day administrative oversight and operation of the Office of the Executive Director, Co-operative Education.

**Key Accountabilities**

**Administrative Assistance**
- Effectively manages confidential and sensitive information
- Manages the Executive Director, Co-operative Education’s calendar
- Handles simple and complex document preparation using Word, Excel and/or PowerPoint
- Proofs documents for quality control
- Reviews and filters the Executive Director, Co-operative Education’s incoming e-mail and mail; redirects correspondence as appropriate; brings priority documents to the attention of the Executive Director, and where appropriate, replies on behalf of the Executive Director
- Coordinates and makes travel arrangements and manages the itinerary of the Executive Director, Co-operative Education
- Maintains filing systems (hard and soft copies), correspondence, and retrieval systems for the Executive Director, Co-operative Education
- Performs other administrative duties as assigned (including assistance with matters related to the broader Co-operative Education portfolio such as city differentials and performance appraisals)
- Actively participates in a ‘community of practice’ comprised of all administrative employees in Co-operative and Experiential Education with the intent of sharing best practices, leveraging resources and providing seamless administrative support to the entire Co-operative and Experiential Education team; involves providing coverage during vacations and illness and providing assistance to other administrative staff during period of peak work load

**Financial**
- Completes expense reimbursement claims for the Executive Director

**Meeting and Event Management**
- Schedules, organizes and attends meetings, takes minutes and produces meeting notes, handles responses and attends to special requests, includes contacting senior corporate, university and government officials regarding meetings
- Coordinates arrangements for receptions and functions hosted by the Executive Director, Co-operative Education
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- Working closely with event planners from other teams, books facilities, equipment and refreshments for meetings, events and visitors
- Anticipates requirements and assembles material 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

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, others 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 Executive Director, Co-operative Education is 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 Executive Director, Co-operative Education’s meetings with external visitors
- Ensures that all participants in meetings with the Executive Director, Co-operative Education are fully briefed and prepared with appropriate backrounders and materials
- Provides relationship management and administrative coordination; including preparation of presentations and reports, organizing meetings and developing agendas
- Works with the Co-operative and Experiential Education directors to prepare the Executive Director, Co-operative Education’s presentations to various councils and boards (e.g. Co-operative Education Council, Executive Council, Dean’s Council, Board of Governors, Senate)
- Acts as a point of contact between the Executive Director, Co-operative Education 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, plans and provides advice and criticisms; critical analysis; perspectives; options and alternative approaches
- Coordinates media inquiries with the Executive Assistant to the Associate Provost, Co-operative and Experiential Education
- Provides administrative support to the Co-operative Education Directors in conjunction with the Administrative Assistant
- Provides backup support to other Co-operative and Experiential leaders as required (including the Associate Provost, Co-operative and Experiential and Education and all directors within the portfolio).

Responsible for Daily Functioning of Executive Director, Co-operative Education Position:
- Takes initiative to draft correspondence letters and memos for the Executive Director, Co-operative Education
- Acts as a point of contact between the Executive Director, Co-operative Education 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 Executive Director, Co-operative Education when the Executive Director is at meetings off-campus, includes keeping the Executive Director informed of priorities and urgent matters as they arise and responding as appropriate

Meeting Coordination and Secretary
- Plans and manages meetings on behalf of the Executive Director, Co-operative and Experiential Education (includes scheduling, preparation of the agenda and minute-taking as requested)
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- May assist or attend (as needed) with meetings chaired by other directors within Co-operative Education

**Project Work**
- Involved with projects on behalf of the Executive Director, Co-operative and Experiential Education; this involves leading projects administratively and also completing or contributing to projects independently or as part of a team

*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.
- Experience planning and managing events
- Experience booking and arranging executive travel and managing a complex schedule

**Knowledge/Skills/Abilities**
- Substantial skill in managing complexity and coordinating a range of activities and demands
- Responsibility, maturity, and excellent problem-solving skills are critical
- Managing conflicting priorities from multiple stakeholders.
- Proven strategic and pragmatic thinker
- Excellent interpersonal skills
- 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 remain calm and organized during busy, changing or challenging times.
- Attention to detail (e.g. as it relates to scheduling, travel arrangements, report content, etc.)
- Specialized work with minimal supervision.
- Experience with resolving scheduling conflicts and applies judgment to determine priority meetings and relationships, gathers information and compiles/writes reports, and resolves conflicting priorities for work leveling.
- Excellent communication (oral and written) with the ability to write communication on behalf of an executive.
- 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 to the Executive Director, Co-operative Education facilitates internal working relationships between the Executive Director and the President, the Vice-President, Academic and Provost, the vice-presidents and Executive Directors, 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. In particular, the position works closely with CEE Services and the entire
Co-operative and Experiential Education administrative team (this may include, but is not limited to, attending meetings, coordinating travel for the other leaders, jointly planning an event etc.). External relationships: the Executive Assistant to the Executive Director, Co-operative Education facilitates internal working relationships between the Executive Director and federal and provincial ministries and delegations from academia, industry and government. The Executive Assistant also assists the Executive Director to execute his or her responsibilities of numerous board memberships.

- **Level of Responsibility**: The position has responsibility and accountability for serving as the first point of contact to 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 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 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.