



Internal Job Posting
June 19, 2017

Executive Assistant

Full-time Temporary Position (35 hours per week)
(Up to 2 years)

The University Students' Council of the University of Western Ontario is seeking an Executive Assistant. This is a non-union position reporting to the Chief Operating Officer (COO), the successful candidate will be responsible for providing full-time administrative support to the Executive Officers, COO and Senior Management Team. This role is responsible for all administrative tasks, including but not limited to: booking rooms, creating agendas, coordinating catering, expense reports, material preparation, meeting briefings and more. The Executive Assistant role has a salary range of \$48,000- \$52,000.

The ideal candidate will have well developed interpersonal and time management skills. They must be detail oriented and have sufficient discretion and judgement to protect personal and confidential information. The successful candidate will have a minimum three-year Bachelor's or Associate Degree and five years' experience working in an executive assistant or similar role. Candidates may use a combination of equivalent education and experience to apply for this role.

The successful candidate must be adaptable to work flexible working hours throughout the year. Frequent sitting at a keyboard for long durations of time is common. During peak periods the hours of work may be adjusted to accommodate the increased workload. Occasional overtime may be required.

Please forward resume for review by July 4, 2017 at 4:30 p.m. to:

**USC Human Resources
University Students' Council of The University of Western Ontario
Room 340, UCC Bldg.
London, ON N6A 3K7
FAX: (519) 661-2094
applications@westernusc.ca**

Please note: The Corporation is currently accepting resumes from USC Bargaining Unit Employees and other internal applicants as per the Collective Bargaining Agreement. Only those deemed qualified will receive notification of an interview.

The University Students' Council of the University of Western Ontario is an equal opportunity employer.

The University Students' Council of the University of Western Ontario is an equal opportunity employer. The USC is committed to providing accommodations to those with disabilities. If you require an accommodation, we will work with you to meet your needs.

JOB DESCRIPTION
UNIVERSITY STUDENTS' COUNCIL

JOB TITLE: Executive Assistant	IMMEDIATE SUPERVISOR: Chief Operating Officer
DIVISION/DEPARTMENT: Corporate	GRADING:
	EFFECTIVE DATE: June 2017

POSITION SUMMARY: To provide administrative support to the senior leadership of the University Students' Council. Specifically this role will support the Executive and the Chief Operating Officer with all administrative tasks such as: booking rooms, creating agendas, coordinating catering, expense reports, material preparation, etc.

POSITION RESPONSIBILITIES	STANDARDS
<p>To perform the Executive Assistant job successfully, the individual must be able to perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required as the Executive Assistant.</p> <p>1. EXECUTIVE ASSISTANT RESPONSIBILITIES</p> <p>Provide Administrative support to the Executive Officers and Chief Operating Officer including, but not limited to the following:</p> <ul style="list-style-type: none"> ● Filing as required, for the President and Chief Operating Officer ● Scheduling, coordinating, and completing meeting support as required <ul style="list-style-type: none"> ○ Including, but not limited to room bookings, scheduling, document preparation, meeting briefings, etc. ● Completing basic correspondence via email and phone ● Photocopying and faxing ● Formatting letters and documents ● Research ● Enforce meetings lengths and timelines ● Creation and maintenance of updated calendars ● Expense Reports ● Additional duties as requested <p>Provide Administrative support to the following Committees including,</p>	<p>Ongoing</p>

<p>but not limited to the following:</p> <ul style="list-style-type: none"> ● Student Services Committee (SSC) ● Senior Leadership Team (SLT) <p>Administrative support for the above mentioned committees includes, but is not limited to the following:</p> <ul style="list-style-type: none"> ● Orientation for new members ● Facilitate the scheduling of meetings ● Ensure meeting decisions are transcribed and available to members ● Create and maintain up to date tracking of all agendas, reports and action items presented 	<p>Ongoing</p>
<p>2. OPERATIONAL RESPONSIBILITIES</p> <p><u>Information Mobilization</u></p> <ul style="list-style-type: none"> ● In collaboration with the Knowledge Management Team maintain an electronic file management system that is an accessible archive of legislative history, internal and external correspondence, and other corporate documents which should be maintained <p><u>Executive Support</u></p> <ul style="list-style-type: none"> ● Coordinate support through the President/CEO for Executive Officers on an annual basis ● Ensure the Boardroom is in proper order for all meetings, and control the Boardroom schedule ● Coordinate boardroom booking and accompanying arrangements (AV, catering, parking passes, confirmations) ● Act as a liaison with Western Administration and external contacts for meeting requests and arrangements for Executive Officers 	<p>Ongoing</p>
<p><u>COO Support</u></p> <ul style="list-style-type: none"> ● Work with Government Services staff to coordinate documents and packages for Board Meetings ● Calendar and meeting coordination ● SLT coordination and arrangements ● Assisting in preparation of presentations and documents for meetings 	<p>Ongoing</p>

	Ongoing
<p><u>Additional Duties</u></p> <ul style="list-style-type: none"> ● Act as a back-up to the Administrative Assistant, if required ● Complete research projects as assigned by Chief Operating Officer or Executive Officers ● Front Desk Coverage 	

REPORTS TO: Chief Operating Officer

CONTACTS INTERNAL: Western University departments.

EXTERNAL:

EDUCATION: Minimum 3-years Bachelor's or Associate Degree

EXPERIENCE: Five years' experience in an Executive Assistant role

[May use equivalent combination of Education/Experience]

OTHER CONSIDERATIONS/SKILLS: Interpersonal skills must be well developed, as well as time management skills. Must be detail oriented and sufficient discretion and judgement to protect personal and confidential information.

WORKING CONDITIONS: Usual office environment. Frequent sitting at a keyboard for long durations. Occasional light to medium lifting, occasional sitting at switchboard