



University Students' Council – Position Description

Position Title:	Executive Assistant
Authority:	Manager, Leadership Support
Remuneration:	\$16 per hour
Hours of Work:	5-15 hours/week
Term:	Ongoing

OVERVIEW:

The Executive Assistant (EA) will be the face of the USC main office in UCC 340. The EA will be responsible for front desk reception, office maintenance, scheduling and meeting notes.

DUTIES AND RESPONSIBILITIES:

- Concierge guest management for Senior Management and Executive Members; welcoming guests and informing those they're meeting with
- Office maintenance; cleaning, organizing, replenishing supplies, and maintaining order
- USC Working Groups administrative support; scheduling, agenda calls and distribution, recording action items, confidential meeting minutes for Executive and Senior Management meetings, etc.
- Calendar management for senior leadership and Executive
- Other duties as assigned

QUALIFICATIONS:

- The EA must be an undergraduate student as defined by Western University during the school year they are in their role.
- You cannot hold another USC paid position, USC Councillor position, Director position on the USC Board of Directors, role in Orientation Staff or Coordinator, Intern and AVP Program or as defined in the USC Conflict of Interest Procedure for USC Paid Employees throughout your employment.

KNOWLEDGE, SKILLS and ABILITIES:

- **Communication:** The EA position requires strong interpersonal communication skills, given the need to work directly with guests of the USC, the management and Executive teams.
- **Workplace Flexibility:** It is important for the EA to be able to adjust to changes in the day to day. The successful candidate will demonstrate the ability to pivot and take on new challenges.
- **Organization & Multitasking:** The EA will be expected to assist the Manager, Leadership Support in all USC administrative functions, including calendar management, appointment booking, meeting support and office maintenance. This will require a high level of organization and the ability to multitask.
- **Initiative and the ability to work independently.**
- **Service Orientation:** The EA will need to provide high level customer service.

- Familiarity with the Google Domain (Calendar, Drive, etc.) and Trello is an asset.

TRAINING:

The Executive Assistant will be required to attend all USC-mandated training sessions for Part-Time Staff, as determined by the USC People and Development Department, as well as attend a mandatory Health and Safety training seminar.

The Executive Assistant will work directly with the Manager, Leadership Support to ensure they have received adequate training before assuming the role.