



University Students' Council – Position Description

Position Title:	Executive Assistant
Authority:	Manager, Leadership Support
Remuneration:	\$17 per hour
Hours of Work:	15-25 hours/week
Term:	May 1, 2024 - September 2, 2024 (opportunity to continue in role in September)

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 ensuring we are in line with the USC Visitor Policy
- Office maintenance; cleaning, organizing, replenishing supplies, and maintaining order
- Administrative Support as needed
- Assist in calendar management for Senior Managers and Executives
- Other duties as assigned

QUALIFICATIONS:

- The EA must be an undergraduate or professional school (Law, Medicine, Education or Dentistry) student as defined by Western University during the school year either prior to or following the summer they are in their role.
- You cannot hold another USC paid position, USC Councillor position, Director position on the USC Board of Directors, Coordinator, Intern and AVP position 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.), Trello and Monday.com would be an asset.

TRAINING:

The Executive Assistant will be required to attend all USC-mandated training sessions, 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.