Position Title: Administrative Assistant
Department: Office of the President
Supervisor: Executive Assistant to the President
Hours: 21 hours per week (flexible / to be discussed)
Terms: Contract – 6 to 12 months / Part-Time 3 days per week
Salary: Commensurate with experience
Posting Date: July 12, 2017
Closing Date: August 1, 2017
Apply to: hr.stmikes@utoronto.ca
Attention: Human Resources Officer
(please include position title in subject line of email when submitting resume and cover letter)

Profile:

The University of St. Michael’s College, federated with the University of Toronto, is a Catholic institution of higher learning founded by the Congregation of St. Basil, whose motto, “Teach me goodness, discipline and knowledge,” sets the tone for campus life. Committed to the pursuit of knowledge, meaning and truth, USMC is a dynamic centre where Catholic intellectual thought thrives in a context of academic freedom and rigorous debate. The University of St. Michael’s College boasts a large and dynamic undergraduate division, an acclaimed Faculty of Theology and one of the busiest and most important libraries on the University of Toronto Campus.

Summary:

The Administrative Assistant provides administrative support to the Executive Assistant to the President and to the President and his team as directed. The incumbent helps to advance the University of St. Michael’s College’s mission and goals.

Duties and Responsibilities:

- Provide administrative support to the Executive Assistant to the President and the President
- Manage day to day operations for the President’s Office in the absence of the Executive Assistant
- Maintain the President’s appointment calendar with efficiency
- Coordinate meetings, including coordinating logistics for some events (booking venue, audio-visual, catering, arrange accommodation for guests when necessary, etc.)
- Assist in preparing documents for daily meetings as necessary
- Support and manage day to day tasks for the President as directed
- Assist and provide support for major events as directed (e.g. Convocation, Collegium)
- Arrange meal reservations, travel arrangements for President as directed (airfare & accommodation)
- Assist with day to day tasks in the President’s Office such as photocopying, filing, mail pick up, document drop off, filing, labels, preparing mailings
- Prepare invoices for approval and process for accounting office following approval
- Input Operating Expense data to spreadsheets for analysis
- Maintain inventory of office supplies and re-order supplies as necessary
- Order promotional items as required using appropriate corporate branding guidelines
- Maintain inventory of supplies for Xerox photocopier – order supplies as necessary
- Other duties as required
Qualifications and Skills:

- University degree or acceptable equivalent combination of education and experience
- Minimum of 3-4 years of administrative support preferably in an academic setting
- Experience with educational and mission-oriented institutions preferred
- Exceptional time management and organizational skills, demonstrate initiative as necessary
- Excellent interpersonal skills exercising professionalism and discretion
- Excellent interpersonal, oral and written communication skills
- Ability to multi-task and prioritize in a fast-paced environment
- Exercise confidentiality and diplomacy at all times dealing with staff, students and external contacts
- Proficiency with computer applications, including word processing, spreadsheets, and databases
- Ability to work collaboratively as a member of the Office of the President team
- Flexible schedule and availability to work 5 days as required

We thank all applicants for their interest. Only those considered for an interview will be contacted.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of St. Michael’s College is committed to equity in employment and diversity. If you require accessibility accommodation, please contact the Human Resources Officer at 416-926-7118 or hr.stmikes@utoronto.ca.