



UNIVERSITY OF ST. MICHAEL'S COLLEGE JOB OPPORTUNITY

Position Title:	Administrative Assistant
Department:	Sheptytsky Institute of Eastern Christian Studies - Faculty of Theology
Hours:	24 hours per week
Salary:	Commensurate with experience
Terms:	Part-Time (flexible schedule required)
Posting Date:	July 31, 2017
Closing Date:	August 9, 2017
Apply to:	hr.stmikes@utoronto.ca Attention: Human Resources Officer Please include letter of application, CV and two letters of recommendation <i>(please include position title in subject line of email when submitting application)</i>

POSITION SUMMARY

The Administrative Assistant to the Sheptytsky Institute provides advanced professional administrative support for the Institute at the University of St. Michael's College. The executive assistant functions with hospitality, organizational acumen, efficiency, diplomacy and judgment while handling multiple priorities and addressing complex tasks and issues. The incumbent will perform complex clerical and administrative duties in support of the Sheptytsky Institute's work with a high degree of integrity and judgment. The Administrative Assistant works under minimal supervision and with strong leadership skills.

DUTIES & RESPONSIBILITIES

- Oversees the administration of the Institute.
- Performs general administrative duties such as word processing, filing, answering phones, photocopying, faxing and retrieving correspondence.
- Provides a bridge for smooth communication between the Institute's office and internal divisions demonstrating leadership to maintain credibility, trust and support with faculty, staff, students and Institute stakeholders.
- Screens calls and on-site inquiries concerning the Institute's management, answers inquiries or refers to appropriate staff.
- Works closely and effectively with the Director to keep him well informed of upcoming commitments and responsibilities, following up appropriately.
- Works with highly sensitive and confidential information with a high degree of integrity and judgment.
- Prepares, forecasts and tracks the Institute's budget in consultation with the Director, and at different points the Dean of the Faculty of Theology, and the treasurer and executive assistant of MASIF as well.
- Compiles and prepares statistical and written reports for the AGM of MASIF and possibly other bodies such as the Senate and President's office.
- Understands – for the purposes of being able to help explain – forms used by students and faculty, e.g., student application forms.
- Design Institute posters, flyers and other publications for advertisement.
- Liaise with the USMC communications director, as well as the Toronto School of Theology (TST) regarding event calendar planning and other event scheduling matters.
- Update the Institute's web pages and web events calendar.
- Keep and maintain inventory of office keys.
- Maintain all faculty, sessional and staff personnel files.
- Attend meetings and take minutes as required.
- Schedule and organize meetings and events (such as the Institute's weekly seminar, book launches, public lectures, looking after issues such as space availability, refreshments, audio-visual facilities; circulating of materials, etc.)

- Coordinate and oversee building related matters including office moves, Xerox administration, security issues, computer/furniture repairs, upkeep, cleaning, etc.
- Perform other duties as directed by the Director.

QUALIFICATIONS, SKILLS & ABILITIES

- Minimum 3 years related experience.
- Must have intermediate to advanced knowledge of software programs including Microsoft Word, Excel, PowerPoint, Outlook and InDesign.
- Ability to type 60 wpm.
- Bachelor's Degree preferred or an appropriate combination of experience and education.
- Experience in a post-secondary setting and proven ability to work effectively with diverse constituents, i.e., students, faculty, staff, community agencies.
- Knowledge of budgeting, purchasing, bookkeeping, and basic accounting skills.
- Customer-service focused with excellent phone etiquette.
- Demonstrated evidence of sound judgment, professional maturity, and the ability to work effectively with others.
- Must be able to work independently with little supervision and flexible in terms of hours/responsibilities.
- Able to make timely decisions and take action supportive of the vision and goals of the Institute, the Director, and the University.
- High level of professional/business acumen.
- Strong project management and coordination skills.
- Knowledge of a working union environment.
- Good general technology skills and desire/capacity to learn new systems and programs.
- Excellent writing and proofreading skills; excellent oral communication skills.
- Well-organized and efficient, with close attention to detail and accuracy.
- Ability to manage and prioritize a variety of tasks, often on short deadline, and to develop efficient work methods.
- Ability to work effectively in a team environment.
- Ability to maintain confidentiality.
- Comfortable working within a cooperative, collaborative environment.
- Knowledge of web-page creation and maintenance desirable.
- Ability to plan, develop and coordinate multiple projects.
- Must be self-motivated and a self-starter to take the initiative when needed.

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