



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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Job Board Posting



Careers.Indigenous.Link

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ADMINISTRATIVE ASSISTANT (IV)

Job ID	50314-6058	
Web Address	https://careers.indigenous.link/viewjob?jobname=50314-6058	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2022-09-29	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

JD # JD0760

Pay Grade: 7

Title: Administrative Assistant (IV)

Unit/Project Description: Education Services, UGME and PGME Student and Resident Affairs requires an Administrative Assistant (IV) to support the Student and Resident Affairs office and processes. The Administrative Assistant will act as a point person for all members of the Student Affairs Office in Hamilton primarily, as well for the two distributed sites' Student Affairs Offices. The incumbent's responsibilities include: Participate in the development and implementation of projects, work methods and procedures for Student Affairs; Follow up on and ensure appropriate implementation of decisions made by supervisors, which includes ensuring deadlines are met; Plan and coordinate a variety of events and activities such as seminars and workshops under the direction of the Student and Resident Affairs Chair/Directors and counsellors. This will include AV equipment, booking rooms, registration, making travel arrangements and ordering food; plan and coordinate committee meetings for faculty/student/campus events; Resolve complex problems within area of responsibility, consult relevant documentation and liaise with appropriate resource persons to obtain and provide information on a variety of diverse issues; Create support around programming including creating documents to be used in programming, registering students for programs and supporting moving programs forward; Provide direct administrative support for several committees including meeting coordination, composing and circulating agendas and taking minutes and distributing accurate minutes; Responsible for answering complex inquiries via telephone, email and in person that are specific in nature and require a specialized knowledge of policies and procedures; Develop estimates of time, resources and budgets required for various activities and events; Update and maintain information and content on websites and social networks; Maintain a presence on medportal (i.e. maintain and update information); Write a variety of documents such as correspondence, procedure manuals, reports and minutes; Collect, verify, analyze, assess and summarize information (evaluation and quality improvement) relevant to the MD Student and Resident Affairs offices. The Administrative Assistant will need to utilize discretion and judgment at all times to screen visitors and answer questions and notify the appropriate personnel. This position is located in Hamilton and will report to the Program Managers, UGME and PGME, and work closely with the Faculty Leadership and the Career and Wellness Counsellors.

Job Summary: Oversee the day-to-day administrative operations of a department. Establishes priorities and schedules of projects. Participates in the development and implementation of projects, work methods and procedures and recommends procedural changes to improve unit efficiency, including recommendations on staffing requirements. Supervises and directs the work activities of up to four continuing employees.

Purpose and Key Functions:

- Participate in the development and implementation of projects, work methods and procedures. Recommend procedural changes to improve unit efficiency, including recommendations on staff requirements.
- Follow up on and ensure appropriate implementation of decisions made by supervisor.
- Resolve complex problems within area of responsibility, consult relevant documentation, and liaise with appropriate resource persons to obtain and provide information on a variety of diverse and complex administrative issues.
- Collect, analyze, assess, and summarize information relevant to the decision making process and develop recommendations for final approval and implementation.
- Develop estimates of time and resources for various activities and events. Contribute to the development of budgets for review and approval.
- Implement and maintain budgets. Create financial projections and make adjustments to budgets throughout the fiscal year.
- Exercise appropriate controls, monitor, and reconcile accounts. Establish priorities for general office operations.
- Plan and coordinate a variety of events and activities such as conferences, seminars, and workshops.
- Answer complex inquiries via telephone, email, and in person that are specific in nature and require a specialized knowledge of policies and procedures.
- Utilize discretion and judgment to screen visitors and telephone calls, and notify appropriate personnel.
- Complete financial forms such as travel expense reports, electronic cheque requisitions, purchase orders and journal entries.
- Write a variety of documents such as correspondence, procedure manuals, reports, and minutes.
- Conduct database, literature, and web searches to find references and articles used for a variety of documents, reports, and publications.
- Provide policy and procedure information to others.
- Gather and compile the paperwork required to facilitate hiring and payment processes. Collect, verify, and input data into a variety of spreadsheets and databases.
- Coordinate the calendar of supervisor and others and resolve scheduling conflicts. Write a variety of formal notes and records such as meeting minutes.
- Update and maintain information on websites and social networks.
- Format, word process, edit, and proofread a variety of documents and materials.
- Apply standard mathematical skills such as calculations, formulas, and equations to perform a variety of calculations. Monitor and order office

supplies.

- Source and obtain pricing information for office supplies and equipment. Set up and maintain filing systems, both electronic and hard copy.
- Classify, sort, and file correspondence, records, and other documents. Update and maintain confidential files and records.
- Handle sensitive material in accordance with established policies.
- Assemble, copy, collate, and disseminate a variety of documents and materials. Open and distribute incoming mail and faxes.
- Prepare outgoing mail, faxes, and courier shipments.

Supervision:

- Supervise and direct the activities of up to 4 continuing employees

Requirements:

- 2 year Community College diploma in Office Administration or related field of study
- Requires 5 years of relevant experience, including one year of supervisory experience

Assets: Position Requirements:

- Comprehensive knowledge of the UGME and PGME programs.
- Working knowledge and experience participating in the development and implementation of projects, work methods, and policies & procedures for Student Affairs.
- Experience following up and ensuring appropriate implementation of decisions made by supervisors and includes experience ensuring deadlines are met.
- Working knowledge and experience with planning and coordinating learner events. This includes experience investigating questions and resolving issues concerning events and committees.
- Experience coordinating the calendars of supervisors and others and resolving scheduling conflicts.
- Proven experience providing direct administrative support for faculty leaders, staff, committees, and education programs. This includes experience with meeting coordination, scheduling, creating and circulating agendas, taking and circulating accurate minutes, writing a variety of documents such as correspondence and reports, etc.
- Experience acting as a point person for the Student Affairs office and the distributes sites, and experience providing policy and procedure information to others. This includes experience utilizing discretion to screen visitors, calls, emails and notifying appropriate personnel.
- Proven experience building and maintaining working relationships with a variety of stakeholders (i.e. faculty, staff, medportal and MEDSIS system teams, etc.). Working knowledge and experience taking initiative to improve processes and develop new processes to adapt to changing conditions.
- Proven experience monitoring budgets, verifying data and reconciling accounts as well as completing financial documents including travel expenses, vouchers, journal entries and purchase orders.
- Working knowledge and experience identifying and analyzing problems with the program and preparing recommendations for review and approval.
- Proven experience collecting, analyzing, assessing and summarizing information relevant to the decision-making process and developing recommendations for final approval and implementation.
- Experience updating and maintaining information and content on websites and social networks.
- Experience creating and updating materials including brochures, flyers and announcements.
- Proven experience using web-based platforms including survey monkey, eventbrite, Twitter, Facebook, Instagram and WebEx.
- Proven experience using Microsoft Word, Excel, Outlook, PowerPoint, Visio, medportal, MEDSIS.
- Skills in crisis/conflict management would be an asset.
- Advanced organizational skills, superior interpersonal and communication (oral and written) skills, problem solving skills, self-directed abilities, strength in multitasking, independent function and sound judgement.

Additional Information: This position may require you to travel and to work outside of your regular work schedule including evenings and weekends to meet operational demand. Access to a reliable vehicle for travel is required. Elements of moderate physical effort are required. We thank all who apply; however, only those selected for an interview will be contacted.

For more information, visit McMaster University for ADMINISTRATIVE ASSISTANT (IV)