



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.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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ADMINISTRATIVE ASSISTANT, RECRUITMENT, TENURE AND

Job ID	63870-1645	
Web Address	https://careers.indigenous.link/viewjob?jobname=63870-1645	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2024-07-15	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Should the successful applicant be a Unifor Unit 1 bargaining unit member, who meets the eligibility conditions of Article 19.02 of the Unifor Unit 1 Collective Agreement, then the Limited Term Assignment will be defined as a Career Growth Opportunity in accordance with Article 19 of the Unifor Local 5555 Unit 1 Collective Agreement. Administrative Assistant, Recruitment, Tenure and Promotion JD0601 The successful candidate will provide Faculty Relations support to the Department of Psychiatry and Behavioural Neurosciences. The position will be responsible for coordinating the recruitment and tenure and promotion processes for part-time and full-time faculty and performing a full range of administrative duties for the Department. The candidate serves as a primary resource regarding administrative issues for recruitment, tenure and promotion procedures. This role is for a 22 month term with the Department of Psychiatry & Behavioural Neurosciences. Job Summary: Responsible for coordinating the recruitment and tenure and promotion processes for part-time and full-time faculty and performing a full range of administrative duties for a Faculty or School. Serves as a primary resource regarding administrative issues for recruitment, tenure and promotion procedures. Carries out a variety of administrative tasks requiring considerable discretion and the communication of confidential information. Key Responsibilities: Coordinate the submission of information and documentation required to initiate and conclude various recruitment, tenure and promotion processes. Review candidate documentation and prepare recommendations for review by others. Plan, coordinate, and schedule interviews and arrange travel and hotel accommodations for candidates. Adhere to University guidelines and policies when compiling information required for the recruitment, reappointment, or promotion of faculty. Gather, compile, and review candidate documents and follow up, as needed, with candidates for more information. Gather, compile, and summarize information from a variety of sources such as candidate reviews. Greet visitors, answer or redirect general inquiries in person, by telephone and via email and respond independently to inquiries that are specific in nature and require a thorough knowledge of established departmental policies and procedures. Plan and coordinate a variety of events and activities. Coordinate the calendars of others, arrange meetings, room bookings, travel arrangements and conference registrations. Identify and resolve scheduling conflicts that arise. Write and edit a variety of documents such as correspondence, agendas, and meeting minutes. Identify and recommend changes to established administrative processes. Implement changes to established procedures and processes. Facilitate the collection of signatures required for a variety of documents. Gather, compile, and summarize information from a variety of sources and documents and prepare reports for review by others. Generate a variety of ad-hoc reports and analyze and summarize data for review by others. Monitor budgets and reconcile accounts. Complete financial forms including travel expense reports, electronic cheque requisitions, purchase orders and journal entries. Verify, update, and maintain information in a variety of databases and spreadsheets. Provide policy and process information to others. Set up and maintain filing systems, both electronic and hard copy. Attend and participate in meetings. Maintain and safeguard the confidentiality of information.

Qualifications: 2 year Community College diploma in Office Administration or related field. Requires 3 years of relevant experience

Assets:

- Ability to work independently and in a team environment
- Superior organizational skills Excellent communication skills, both written and verbal

For more information, visit McMaster University for ADMINISTRATIVE ASSISTANT, RECRUITMENT, TENURE AND

