



# 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:

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/27

## ADMINISTRATIVE ASSISTANT II (CURRICULUM ASSISTANT)

<b>Job ID</b>	<b>64014-7872</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=64014-7872">https://careers.indigenous.link/viewjob?jobname=64014-7872</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2024-07-18	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

For 75 years, McMaster's School of Nursing (SON) has delivered nursing education programs that have produced generations of professional nurses who contribute to nursing practice, research, education, policy, and administration. Within a culture of optimism and respect, we continue to transform the future of nursing practice and lead with local and global communities through visionary inclusive education and high-impact research. The School of Nursing is committed to and is a leading partner in the McMaster University Faculty of Health Sciences (FHS) Indigenous Health Initiative. About the Role The School of Nursing requires an Administrative Assistant (II) (Curriculum Assistant) to provide curriculum support to the delivery of the School's Undergraduate Nursing Program which spans across three sites. This role is accountable to the Program Manager and works closely with Faculty Leads and the BScN Program team to develop and implement course operations and general administrative duties. Specific responsibilities include updating/maintaining course material and resources (i.e., curriculum handbooks, guides, program website, outlines, assignments, and exams), completing year-end course reports and coordinating Clinical labs, OSCEs, and request of course examinations. In collaboration with the team, the Curriculum Assistant is accountable for: implementing projects across the three sites, designing and providing training materials, including use of Avenue to Learn, and the mapping process in MEDSIS for anonymous tutor evaluations. The role supports day to day activities such as: maintaining databases, informing, and enforcing BScN Program and University policies and procedures, corresponding regularly with Leads, tutors, students and/or external stakeholders. The role also works closely with Leads for room bookings, verifying rooms align with course delivery, organizing orientations, working with grades, and uploading grades. 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. Job Summary Organize and perform a full range of administrative duties that require a thorough understanding of established functions, policies, and procedures. Establishes priorities for general office operations and is responsible for providing direction to others in how to carry out work tasks. Purpose and Key Functions

- Establish priorities for general office operations.
- Plan and coordinate a variety of events and activities such as conferences, seminars, and workshops.
- 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 policies and procedures.
- Utilize discretion and judgment to screen visitors and telephone calls, and notify appropriate personnel.
- Monitor budgets and reconcile accounts. 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.

#### Requirements

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

AssetsThe successful candidate will possess experience in the following areas:

- Formatting of presentations, spreadsheets, and other documents based on existing guidelines and feedback.
- Prioritizing tasks to changing needs and seeing tasks to completion in a timely manner.
- Scheduling and writing a variety of formal notes such as meeting minutes.
- Web conferencing tools such as Microsoft Teams, Zoom.

Additional InformationThe successful candidate must possess the following:

- Dedication to superior customer service.
- Commitment to excellence in the quality of work produced.
- Initiative to plan and problem solve on multiple levels.
- Demonstrate excellent organizational and management skills with the ability to work in a high demand environment.
- Anticipatory decision-making skills.
- Excellent written and oral communication skills.
- Ability to interact professionally with a wide range of people both internal and external to the University.

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