



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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Gestionnaire, Bureau Du VP Academique & Recherche//Manager, Office Of The VP Academic & Research

Job ID	DB-62-80-5A-1F-D0
Web Address	https://careers.indigenous.link/viewjob?jobname=DB-62-80-5A-1F-D0
Company	Universite Bishop's // Bishop's University
Location	Sherbrooke, Quebec
Date Posted	From: 2024-03-12 To: 2024-09-08
Job	Type: Full-time Category: Education
Job Start Date	As soon as possible
Job Salary	De / From \$69,833.40 A / To \$91,109.20
Languages	-Maitriser La Langue Francaise Et Anglaise // Fluency In Both English And French
Is Required;	

Description

Les enonces suivants sont destines a decrire la nature et le niveau de travail general. Ils ne representent pas une liste exhaustive de toutes les responsabilites, taches et aptitudes requises.

L'Universite Bishop's recherche un/une Gestionnaire, Bureau du Vice-Principal academique et recherche pour un poste regulier a temps plein. Se rapportant au Vice-Principal Academique et Recherche, la candidate ou le candidat joue un role cle dans la gestion des processus operationnels y compris la planification des differents aspects de l'annee universitaire, la communication avec les differents intervenants internes et externes et la preparation des analyses liees aux dossiers relevant de la Vice-principale ou du Vice-principal. La candidate ou le candidat contribue egalement aux projets auxquels la Vice-principale ou le Vice-principal participent.

La ou le gestionnaire travaille en etroite collaboration avec les doyens, la ou le registraire, la directrice ou le directeur a la recherche et aux etudes superieures, les bibliothecaires, les membres du corps professoral ainsi que le personnel professionnel de l'etablissement.

La candidate ou le candidat est en mesure d'assumer plusieurs responsabilites, a le souci du detail et le sens de l'organisation. La semaine de travail est de 35 heures, du lundi au vendredi avec des soirees et fins de semaine occasionnelles.

Taches administratives

- Gerer efficacement les differents aspects du processus operationnel quotidien;
- Coordonner les activites et superviser l'equipe de soutien administratif ainsi que les fournisseurs externes;
- Elaborer des procedures administratives et des strategies afin d'ameliorer l'efficacite du plan de travail annuel des dossiers sous la responsabilite de la Vice-principale ou du Vice-principale ou du Vice-principal academique et recherche;
- Evaluer periodiquement les procedures propres aux conventions collectives et aux politiques de l'Universite en vue d'emettre et d'implementer des recommandations.

Communications

- Gerer les communications avec les intervenants internes et externes; Travailler en etroite collaboration avec les membres de la direction de l'etablissement;
- Agir comme personne-ressource afin de repondre aux demandes et d'assurer de bonnes relations avec differents intervenants;
- Planifier les horaires et coordonner les rencontres en collaboration avec l'equipe de soutien administratif;

Gestion de projet

- Participer et faire le suivi des projets afin d'assurer leur bon deroulement, gerer les budgets et contribuer a resoudre les problematiques organisationnelles specifiques;
- Assurer la coordination d'initiatives et de projets speciaux confies a la Vice-principale ou au Vice-principal.

Soutien organisationnel

- Gerer les differents calendriers et les rencontres de la Vice-principale ou du Vice-principal;
- Rediger les communications, preparer les rapports ainsi que les presentations et les notes au besoin;
- Assurer l'exactitude et l'organisation des dossiers y compris les documents confidentiels;

Comites et conformite

- Veiller au respect des exigences administratives relatives au Senat, au Conseil des gouverneurs et aux conventions collectives;
- Gerer la participation de la Vice-principale ou du Vice-principal aux differents comites internes et externes;

Gestion budgetaire

- Administrer les aspects financiers et budgetaires y compris la preparation des documents requis pour le processus de planification budgetaire annuelle;
- Assurer le suivi des depenses portees aux differents comptes;

Effectuer toutes autres taches connexes.

The following statements are intended to describe the general nature and level of work performed. They are not representing an exhaustive list of all responsibilities, duties and skills required.

Bishop's University is seeking a Manager, Office of the Vice Principal Academic and Research for a regular full-time position. Reporting to the Vice Principal Academic and Research the incumbent is responsible for the management of the administrative operations of the VPAR Office. The Manager will play a crucial role in overseeing the operational workflow within the VPAR Office including facilitating planning across the academic year, ensuring close communication with all other areas of the University, supporting specific/special projects, assisting with external and internal stakeholder relations, and preparing analyses for key tasks within the VPAR portfolio.

The Manager works closely with other direct reports to the VPAR, including Academic Deans, the Registrar, the Director of the Office of Research and Graduate Studies, the University Librarian, as well as Faculty and professional staff.

The successful candidate will be highly organized, detail-oriented, and capable of handling a wide range of responsibilities to ensure smooth operations. This position has a work week of 35 hours from Monday to Friday with occasional evenings and weekends required.

Nature of duties and responsibilities

Administrative oversight

- Efficiently manage the daily operational workflow of the VPAR portfolio, to ensure a productive and organized work environment
- Coordinate and supervise the work of the VPAR Office team, including the administrative support personnel and external contractors
- Implement administrative procedures and systems for increased efficiency of the annual workplan for the VPAR portfolio
- Regularly reviews the processes and procedures in the VPAR Office specific to Collective Agreements and University policies/procedures, recommending and implementing improvements as needed to ensure optimal efficiency and effectiveness

Communications

- Manages the flow of internal and external communications for the VPAR Office, working closely with senior managers
- Serve as key point of contact for VPAR office and external stakeholders, to ensure timely responses and strong stakeholder relationships
- Works with administrative support to plan office schedule, coordinate meetings and ensure forward planning for timely delivery of key tasks

Project management

- Supports the VPAR with specific institutional issues, priorities and projects
- Monitors project timelines, budgets and deliverables to ensure successful completion
- Coordinate special projects and initiatives, in support of the VPAR

Operational support

- Provides oversight of the VPAR Office daily, weekly and monthly calendar, reviewing appointments and providing briefing notes as necessary
- Prepare reports, presentations, and correspondence for the VPAR
- Maintain accurate and organized records, including confidential documents

Committees and compliance

- Manages the administration of the VPAR Office's requirements for Senate and Board of Governors
 - Manages the administration of the VPAR Office's requirements to ensure compliance with Collective Agreements
 - Manages organization of VPAR leadership/participation on other University committees or external committees
- Budget management
- Oversees the budget and finances of the VPAR Office, including supporting preparation of submissions for annual budgeting process
 - Monitors expenditures across accounts during the fiscal year
- Performs additional tasks as assigned

Experience

- Posseder au moins cinq (5) années d'expérience dans un poste administratif relié à la haute direction et être en mesure de travailler avec des informations confidentielles de façon discrète; // Minimum 5 years' experience working in progressively senior administrative roles with demonstrated ability to support senior level administrators and to work effectively and discretely with confidential and sensitive information.
- Posséder de l'expérience dans le secteur de l'enseignement postsecondaire est préférable // Experience in post-secondary education sector preferred;
- Détenir une expérience en gestion comptable // Experience managing budgets and reports

Education Requirements

- Baccalauréat // Bachelor's degree

Essential Skills

- Comprendre la culture, les processus, le cycle et le contexte universitaire ou avoir travaillé dans un domaine similaire.
- Offrir un excellent soutien aux membres de la haute direction;
- Comprendre la culture, les processus, le cycle ainsi que le contexte universitaire;
- Détenir un excellent sens du leadership, être en mesure de motiver les gens et posséder des aptitudes marquées pour la gestion;
- Disposer d'excellentes aptitudes en communication et de l'entregent;
- Être apte à communiquer efficacement et à gérer les relations avec les différents intervenants;
- Posséder d'excellentes connaissances de la suite Microsoft Office;
- Être en mesure de créer des flux de travail, de mettre en place les ressources requises pour soutenir les activités du bureau de la Vice-principale ou du Vice-principal académique et recherche, de concevoir des présentations, de rédiger des documents de communication et de générer des rapports;
- Posséder un raisonnement stratégique et critique;
- Être en mesure de gérer, de planifier, d'organiser et de prioriser les dossiers conflictuels.

- High degree of understanding of university culture, including collegial processes, as well as a keen understanding of the post-secondary education cycle and landscape or relevant experience in a comparable environment
- Excellent leadership and management skills and a proven ability to lead and motivate teams;
- Excellent communication and interpersonal skills;
- Proven capacity for networking and stakeholder management;
- Proficient with Microsoft Office;
- Strategic and critical thinking skills;
- Excellent organizational and planning skills with the ability to manage and prioritize multiple competing issues.
- Experienced creating workflows and supporting resources to facilitate the activities of the VPAR office
- Experience building presentations, communications and reports;
- Strategic and critical thinking skills

Work Environment

Ce que nous offrons à nos employés:

- un programme d'assurances collectives qui comprend : assurance médicament, médicale, soins de la vue et l'assistance-voyage ;
- des vacances généreuses ainsi qu'un congé de 10 jours entre décembre et janvier ;
- des horaires flexibles et la possibilité de travailler à domicile ;
- des tarifs préférentiels au centre sportif et au terrain de golf ;
- un régime de retraite à prestations déterminées et/ou régime de retraite simplifié ;
- un programme d'aide aux employés et à la famille (PAEF) ;

- des initiatives en matière de développement durable et de bien-être ;
- l'accès à des événements culturels et éducatifs en continu.

Employees benefit from:

- Medical, vision, health and travel insurance,
- Generous vacation as well as a 10-day holiday break between December and January,
- flexible scheduling and work from home possibility
- employee discounts to our sports center and Golf course
- defined benefit and/or simplified pension plan
- Employee Family Assistance Plan (EFAP)
- Sustainable development and Wellness initiatives
- Access to ongoing cultural and educational events

Other

L'Université Bishop's applique un programme d'accès à l'égalité en emploi issu de la Loi sur l'accès à l'égalité en emplois des organismes publics. L'université accueille les candidate.e.s qui s'engagent à respecter les valeurs d'équité, de diversité et d'inclusion et qui nous aideront à accroître notre capacité en matière de diversité et d'inclusion. Nous encourageons les candidatures de membres de groupes historiquement défavorisés et marginalisés, notamment les peuples autochtones, les membres des minorités visibles et ethniques, les personnes handicapées, les femmes et les personnes LGBTQ2S+. // Bishop's University implements an equal access employment / program under the Act respecting equal access to employment in public bodies. The University welcomes applicants who are committed to upholding the values of equity, diversity and inclusion and who will assist us expand our capacity for diversity and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous peoples, visible and ethnic minorities, persons living with disabilities, women and LGBTQ2S+ persons.

How to Apply

Click Apply Now!

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de présentation, en indiquant pour quel poste vous appliquez à careers@ubishops.ca. Ce poste restera ouvert jusqu'à ce qu'il soit pourvu.

Veillez noter que seules les personnes retenues pour une entrevue seront contactées, et que des tests de sélection peuvent être administrés ; merci pour l'intérêt manifesté. Dans le processus de recrutement, nous fournissons un soutien aux personnes handicapées afin de répondre aux besoins en prévenant et en éliminant les obstacles à l'accessibilité. Si vous avez besoin de mesures d'adaptation pour participer en tant que candidat dans le processus de recrutement, veuillez contacter careers@ubishops.ca //

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for to careers@ubishops.ca. This position will remain open until filled.

Please note that only candidates selected for an interview will be contacted and testing may be required; thank you for your interest. We provide support in the recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation in order to participate as a candidate in the recruitment process, please contact careers@ubishops.ca.