



# 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

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## ADMINISTRATIVE ASSISTANT (IV)

<b>Job ID</b>	<b>24904-9648</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=24904-9648">https://careers.indigenous.link/viewjob?jobname=24904-9648</a>
<b>Company</b>	McMaster University
<b>Location</b>	Hamilton, ON
<b>Date Posted</b>	From: 2019-03-01 To: 2050-01-01
<b>Job</b>	Type: Full-time Category: Education

### Description

JD # JD0760

Pay Grade: 7

Title: Administrative Assistant (IV)

Unit/Project Description: For Department use only. 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 and administrative support for all members of the Student Affairs Office in Hamilton. The Administrative Assistant will be an administrative liaison between the Hamilton Campus and the two medical education geographically distributed campuses' 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 and faculty leaders, 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 counselors (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; Develop and implement programming under the direction of and in collaboration with faculty leaders and staff counsellors in student affairs; Implement and administer programming including creating documents to be used in programming, registering students for programs, and supporting speakers and facilitators to deliver programming; Provide direct administrative support for several committees including meeting coordination, composing and circulating agendas and taking minutes and distributing accurate minutes; Support the Director of Student Advising to administer the UGME Program Student Advising programming; Support the Chair of Student Affairs and the UGME Academic Counsellor in developing and implementing PROGRESS; 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, particularly related to student support issues; Develop estimates of time, resources and budgets required for various activities and events; Develop and implement processes for measuring and optimizing the distribution of workload of the faculty and staff of student and resident affairs, under the direction of same, to optimize efficiencies in the administration of the student and resident affairs mandates across distributed sites; 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; Maintains confidentiality in communications and office administration; Develop and implement processes to collect, verify, analyze, assess and summarize information to evaluate the programming in student affairs; Implement quality improvement approaches to recommend and implement improvements in student and resident affairs programming, working in collaboration with and under the direction of the faculty leaders and staff counselors in 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, Academic, 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:**For Department use only. **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; and analyzing workload to optimize efficiency in the delivery of programming across sites.
- 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 student affairs and/or student support offices or systems across geographically distributed sites, and experience providing policy and procedure information to others. This includes experience utilizing discretion to screen visitors, calls, emails, and notifying appropriate personnel; and the maintenance of confidentiality in all relevant administrative activities.
- 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 and acutely supporting students or residents in distress until support can be sought from supervisors, faculty leaders, or counselors, 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: Access to a reliable vehicle for travel is required. A flexible working schedule to support events and meetings 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)