



# 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.Link's 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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## EXECUTIVE ASSISTANT

<b>Job ID</b>	<b>36692-3629</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=36692-3629">https://careers.indigenous.link/viewjob?jobname=36692-3629</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2021-02-23	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

Department, Unit or Project Description: The Executive Vice-Dean (EVD) and Associate Vice-President (AVP), Academic is a senior academic administrator who assists the Dean and Vice-President, Faculty of Health Sciences (FHS) with the academic and operational functions of the Faculty. This includes long-range planning, strategic decision making, and optimal resource allocation to best position the Faculty to deliver its mission. As AVP Academic, portfolio includes strategic planning for academic growth and renewal, currently focusing on enrolment and program expansion at graduate and undergraduate levels. It also includes oversight of a number of programs and units whose work supports the Faculty's academic mission such as the Health Sciences Library, Faculty Secretary, Indigenous Health Initiative and the Adviser for Professionalism. As a member of the senior leadership team the EVD and AVP works to fulfill their mandate by engaging with senior health sciences leaders to ensure congruence among the educational, research and health service programs of the Faculty. In addition, the EVD and AVP is the alternate/proxy to the Dean with decision making capacity and represents the Faculty across campus in several administrative venues such as the Provost Council and the University Planning Committee. The incumbent also sits along side the Dean on several senior leadership committees (e.g. PVPD). Participation and on occasion oversight in cross-Faculty collaborations is undertaken with the goal of identifying shared purpose and increasing university alignment. A key responsibility of the EVD and AVP Academic role is to capitalize on emerging opportunities to creatively further the academic mission. In addition to fostering strong internal partnerships and strategic growth, the role works to leverage the Faculty's strengths in health through collaboration with community partners and cultivation of donors. Through collaborative partnerships both internal and external to the Faculty, and by championing a culture of interprofessionalism, excellence, continuous learning, inclusiveness and innovation, the EVD and AVP Academic is well-positioned to further the strategic goals and core values of FHS.

**Job Summary:** The Executive Assistant provides high level administrative support through coordination and prioritization of a variety of multi-faceted duties in support of the EVD & AVP, Academic. Work assignments are often complex and confidential in nature and require multi-tasking and considerable tact in decision-making and problem resolution. The Executive Assistant works proactively and independently under general direction from the EVD & AVP. The Office of the EVD & AVP works closely with all University leaders, government representatives, other universities, donors, supporters, faculty, staff, students, alumni and community and hospital partners. This role exercises substantial personal responsibility and accountability to maintain strict confidentiality and deliver results. The Executive Assistant position requires an individual who excels in a high performing, multi-faceted and dynamic environment. The incumbent must value and build strong relationships within the Faculty and university with various stakeholders that include university staff, faculty, students and leaders as well as hospital and community partners and donors.

**Accountabilities:** Strategic Coordination and Prioritization

- Resolve complex problems within area of responsibility and 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.
- Act as a point person for all staff who support the EVD & AVP, Academic.
- Follow-up on and ensure appropriate implementation of decisions made by the EVD & AVP.
- Exercise appropriate controls, monitor, and reconcile discretionary fund and petty cash accounts.
- As appropriate, plan and coordinate a variety of events and activities such as conferences, seminars, and workshops.
- Utilize discretion and judgment to screen visitors and telephone calls and notify appropriate personnel. Works with the EVD & AVP to monitor and evaluate progress in achieving strategic priorities and directives.
- As needed, provide support with faculty hiring (e.g. spousal hire) through arranging interviews, collating information, organizing visits, preparing and distributing corresponding documentation.
- Update and maintain information and content on websites and social networks, as needed.
- Provide high level guidance, oversight and support in the management and prioritization of an extremely active and complex calendar of appointments for the EVD & AVP.
- Collate information and provide analytical and administrative support to the EVD & AVP on a variety of campus-wide and faculty issues, projects, and programs.
- Provide pertinent facts, data, and other background information for meetings, reports, inquiries, agendas, and presentations. When required, participate in meetings and take detailed comprehensive notes.
- Keep track of assignments made to others for actions to be taken on the EVD & AVP's behalf and ensure that deadlines for responses are met.

### Project Administration & Research:

- Participate in the development and implementation of projects, work methods and procedures. Recommend procedural changes to improve unit efficiency.
- Write a variety of documents such as procedure manuals, reports. Provide detailed minute taking by gathering all relevant material, consulting with various stakeholders and attending project meetings to gain a solid understanding of subject area being discussed.

- Reviews and analyzes reports, briefs, and other sources of information and composes related correspondence and documents. Ensures information is accessible to others.

- Gather, summarize and analyze key information for background research for projects. Develop recommendations based on analysis.

- Establish and maintain collaborative and communicative relationships with project stakeholders. Meetings with individual stakeholders may be required to gain support and provide updates on project activities.

- Through critical thinking, proactive and independent action, synthesize large amounts of information that support the various multiple projects under the EVD & AVP's portfolio.

- Collect, verify, and analyze data into spreadsheets and/or databases.

- Conduct database, literature, and web searches to find references and articles used for a variety of documents, reports, and publications.

- From a variety of sources (internet, university files, databases, external sources) for reports, presentations, meetings, special projects, requests, etc.

Research information on people, places, research areas, etc. and prepares background notes, speaking points, and agenda for EVD &

AVP's meetings with individuals, committees, conferences, external partners, etc.

Communications:

- Draft correspondence on behalf of the EVD & AVP.

- Format, word process, edit, and proofread a variety of documents and materials.

- Serves as a liaison between senior leaders, offices of the President and VPs, Provost, managers, directors, donors, alumni, government officials, and visitors as required.

- The Executive Assistant must be able to articulate the EVD & AVP, Academic messages and goals while building relationships and supporting effective communications.

- Oversee and direct workflow, independently respond to inquiries, complaints, and concerns from callers and visitors on behalf of the EVD & AVP.

- Provide policy and procedure information to others.

- Prepare detailed briefing materials for the EVD & AVP prior to meetings. Accurately document summarize the meetings and proactively follow up on action items.

- When required, take detailed notes for ad hoc senior leadership meetings and distribute to the various senior stakeholders.

- 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.

Office Management:

- 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.

- Collect, verify, and input data into a variety of spreadsheets and databases.

- Schedule and coordinate meetings including room bookings, agendas, catering and travel arrangements.

- 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.

Qualifications: Education: University degree or 3 year Community College diploma in Office Administration or related field of study. Experience:

Requires a minimum of 5 years of administrative support experience supporting a senior leader preferably in a university/academic environment. Knowledge/Skills:

- Exceptional interpersonal, organizational, planning and communication skills. Incumbent will interact with individuals at every level and from many different perspectives.

- Ability to cope with multiple demands and manage competing priorities and flexibility at shifting priorities and timelines.

- Considerable judgment, tact and discretion in preparing, disclosing and handling information of a confidential and sensitive nature.

- Excellent analytical and judgment skills.

- Proven relationship building skills

- Time-management and attention to detail to ensure quality control.

- Proactive approach to problem resolution.

- Excellent capability to make decisions independently with authority and confidence, referring only complex/novel problems to supervisors.

- Solid knowledge and understanding of the University operations, structure and policies.

- Enthusiastic team player with demonstrated collaborative project experience.

- Superior research methods and planning and evaluative skills.

- Advanced computer skills/or word processing, spread sheets and databases and the ability to learn and problem solve technical issues.

Leadership Effectiveness: McMaster's core leadership capabilities are designed to nurture employee engagement through best people

practices. All leaders will demonstrate these Leadership Capabilities by: Taking a Strategic Approach; Communicating and Collaborating; Developing People; Investing in Relationships; Championing Change and Innovation; and Driving Results.

For more information, visit McMaster University for EXECUTIVE ASSISTANT