



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

Date Printed: 2024/04/25

Administrative Assistant To The Vice-Provost And Chief Librarian

Job ID	40-33-07-7F-6D-D6	
Web Address	https://careers.indigenous.link/viewjob?jobname=40-33-07-7F-6D-D6	
Company	Western University	
Location	London, Ontario	
Date Posted	From: 2023-01-23	To: 2023-02-06
Job	Type: Full-time	Category: Office
Languages	English	

Description

Job Title

Administrative Assistant to the Vice-Provost and Chief Librarian

Reference

29197

Location

UWO Main Campus

Faculty/Unit

Western Libraries

Department

Western Libraries - Administration and Operations

Full/Part Time

Full-Time

Employee Group

Select Administrative Group Employees

Appointment Type

Continuing

Appointment Status

Regular Full-Time

[Return to Previous Page](#)

[Switch to Internal View](#)

Classification & Regular Hours

Hours per Week: 35

Salary Grade: Level N

About Western

Since 1878, Western University has been committed to serving our communities through the pursuit of academic excellence and by providing students, faculty, and community members with life-long opportunities for intellectual, social, and cultural growth. We seek excellent students, faculty, and staff to join us in what has become known as the "Western Experience" - an opportunity to contribute to a better world through the development of new knowledge, new abilities, new connections, and new ways to make a difference.

About Us

Western Libraries (WL) is committed to excellence: anticipating information and service needs related to the University's goals for research and scholarship, teaching and learning, and service to our university community and key partners. Our staff engages the Western academic community in the development of new services, and continuously strives to exceed the expectations of our diverse user groups.

Responsibilities

GroupBox1

The Administrative Assistant is responsible for providing day to day executive level professional administrative support

for the Vice-Provost & Chief Librarian (VP&CL), particularly in relation to the UWOFA/LA collective agreement. The role is responsible for ensuring deadlines are met and preparing required documents and/or processes in relation to the UWOFA/LA collective agreement, such as but not limited to the recruitment of new Librarians/Archivists. The Administrative Assistant also provides support by managing the VP&CL's extensive, complex and ever-changing schedule and calendar, including arranging administrative logistics for on and off campus meetings.

Qualifications

Education:

- 3 year Bachelor's degree from an accredited university

Experience:

- 3 years' experience working in a busy executive office environment with constantly changing priorities

Knowledge, Skills & Abilities:

- Demonstrated accuracy and attention to detail
- Excellent verbal and written communication skills and confidence dealing with all levels of an organization
- Strong customer service skills to handle enquiries and resolve issues in a professional and timely manner
- Able to build and maintain lasting relationships with internal clients, other departments, key business partners and external agencies
- Strong organizational skills and demonstrated ability to manage multiple tasks, meet deadlines, and set appropriate priorities in a fast-paced setting
- Judgment, analytical and problem solving skills with a consultative and collaborative approach to addressing issues and opportunities
- Ability to work in a manner that is compliant with confidentiality requirements
- Intermediate computer skills in Microsoft Office
- Ability to process information with high levels of accuracy with strong attention to detail and proofreading abilities with an excellent command of the English language
- Demonstrated ability to work independently and take initiative and follow through on work assignments
- Professional manner, tact, diplomacy and discretion in dealing with associates and colleagues including senior management

How to Apply

Click "Apply Now"

Interested applicants are asked to visit <https://recruit.uwo.ca> for further information and to apply online referencing job #29197 by 11:59PM on February 2, 2023.

Union Statement

Western welcomes applications from all qualified individuals; however, it is the university's policy to give first consideration to qualified SAGE applicants.

Western Values Diversity

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at hrhelp@uwo.ca or phone 519-661-2194.

Please Note:

We thank all applicants for their interest; however, only those chosen for an interview will be contacted.