



# 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.

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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## Departmental Assistant (Student Affairs)

<b>Job ID</b>	<b>44-ED-75-3F-CD-56</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=44-ED-75-3F-CD-56">https://careers.indigenous.link/viewjob?jobname=44-ED-75-3F-CD-56</a>	
<b>Company</b>	Queen's University (Central Human Resources)	
<b>Location</b>	Kingston, Ontario	
<b>Date Posted</b>	From: 2021-09-20	To: 2021-10-04
<b>Job</b>	Type: Fixed-term	Category: Education
<b>Job Start Date</b>	As Soon As Possible	
<b>Job Salary</b>	\$49,090 per year	
<b>Languages</b>	English	

### Description

#### JOB SUMMARY:

Reporting to the Executive Assistant to the Vice-Provost and Dean of Student Affairs, and taking direction from the Executive Director and Director, Finance and Staffing, the Departmental Assistant is responsible for providing day-to-day administrative, organizational and financial support to the Office of the Vice-Provost and Dean of Student Affairs.

The Departmental Assistant will perform reception duties, prepare and update sensitive materials and correspondence, coordinate events, conferences, and meetings; perform complex scheduling, order office and IT supplies, and act as the office timekeeper, Health and Safety Rep and IT Admin Rep. In addition, the Departmental Assistant is responsible for maintaining several databases and filing systems, as well as organizing and disseminating information to assist with the overall functioning of the office.

Committed to equity, diversity, inclusion, and Indigeneity, the Departmental Assistant is client-focused, and thrives while working in a high profile and fast-paced work environment where there is regular exposure to sensitive and confidential information and student information. The Departmental Assistant acts with initiative, and functions with an exceptional level of accuracy, good judgement and efficiency; responsible for making quick decisions, consulting with other administrators and staff, as needed.

#### KEY RESPONSIBILITIES:

â€¢ Serves as the first point of contact for the office. Responds to or directs a wide range of queries received via telephone, e-mail, or mail and helps to resolve issues; gathers information and consults with senior staff as needed to provide prompt and appropriate follow-up assistance; ensures that visitors to the office are professionally received and directed accordingly.

â€¢ Initiates and drafts sensitive and/or confidential correspondence and/or email responses as required.

â€¢ Liaises with others in the Office, within the university and with outside agencies to coordinate work flow. Serves as an initial contact for questions, comments or concerns regarding the Office and its events and projects. Researches or synthesizes answers to solve problems where possible and answers questions as they arise; redirects unusual and complex problems to appropriate senior staff.

â€¢ Provides effective high-quality administrative support which includes planning, organizing, and coordinating activities, information, schedules and meetings to accommodate various commitments, anticipating needs, preferences, and requests. Prioritize and re-arrange schedules and commitments as required.

â€¢ Sets up and maintains accessible electronic and hard copy filing systems, as well as an accessible database of key information for other office staff, and ensures that all necessary information is available to the appropriate people.

â€¢ Co-ordinates meeting and event needs as required, including room bookings, set-up and equipment; teleconferences, virtual necessities, catering, and swag, develops and circulates relevant materials: invitations, notices, agendas, and meeting materials while working with the Executive Assistant and communication team to promote events to relevant audiences.

â€¢ Performs financial and accounting duties in compliance with policies and procedures. This includes processing financial transactions (e.g. membership renewals, expense reimbursements, Procurement Card transactions, purchase orders, and account reconciliation). Follows up to ensure all transactions are processed in a timely manner.

â€¢ Serves as departmental IT administrative and telecommunications representative. Provides direction in the promotion of new technologies, oversees implementation, and assists department members with software and/or hardware questions. Assists with teleconference/video conference set-up. Maintains the all-staff listserv, Active Directory, shared drive, and hardware inventory.

â€¢ Manages the inventory of office supplies, computer hardware/software, equipment, and furnishings for the Office by ordering and organizing required items.

â€¢ Participates on the Gordon Hall Building Committee as office representative and coordinates with Physical Plant Services as needed

â€¢ Administers building access, office access (alarm codes and keys) and program key fobs.

â€¢ Serves as the departmental safety officer. Responsible for safety programs and ensuring that regulations and safety procedures are followed. Acts as main communications link with the Department of Environmental Health & Safety.

â€¢ Maintains and posts any required/requested signage in office areas related to building/office announcements, directional needs, health and safety, IT, promotion of events and services, nameplates, etc.

â€¢ Provides back-up and support to the Executive Assistant to the Vice-Provost and Dean of Student Affairs which involves assisting with the management of the V-P Dean's calendar, preparing and coordinating meeting materials, notes, and correspondence, website and document updates, tracking action and agenda items, and arranging travel and accommodation to national/international destinations.

â€¢ Provides ad hoc administrative, committee and meeting technical support to senior staff in the Office of the Vice-Provost and Dean, as well as Faith and Spiritual Life as needed



â€¢ Assists in administrative planning and development of procedures or policies.

â€¢ Helps plan and implement yearly calendar of events, programs, and projects for the Office; creates and maintains program plans, timeline documents and databases.

â€¢ Undertakes other duties and special projects as required in support of the Office of the Vice-Provost and Dean.

**REQUIRED QUALIFICATIONS:**

â€¢ Three-year post-secondary program in Office Administration or related field combined with a minimum of two years of relevant experience.

â€¢ Advanced administrative skills and demonstrated proficiency with software applications (i.e. Microsoft Teams and Office including Outlook, Word, Excel and PowerPoint; web browsers) and a willingness to learn new applications is required.

â€¢ Web Publish experience or basic website updating skills is considered an asset.

â€¢ Consideration may be given to an equivalent combination of education and experience.

**SPECIAL SKILLS:**

â€¢ Excellent organizational and time-management skills with the ability to establish priorities to work efficiently and effectively on own initiative in an environment with frequent interruptions and multiple demands.

â€¢ Analytical and problem-solving skills, with the ability to work independently and under pressure, solve problems, set priorities, take initiative, and to execute core duties while maintaining quality, accuracy and meeting deadlines.

â€¢ Excellent writing, editing, grammar and proofreading skills with an ability to pay attention to detail and accuracy.

â€¢ Strong interpersonal and communication skills, including cultural competency, with the ability to provide clear and concise information and meet the needs of a broad range of internal and external audiences. Proven ability to establish and maintain effective working relationships with others by accomplishing shared goals and objectives.

â€¢ Strong problem solving skills with the ability to exercise discretion and tact when dealing with sensitive situations. Capable of maintaining strict confidentiality with an ability to recognize and handle confidential information in an appropriate manner.

â€¢ Ability to respond diplomatically and sensitively using good judgment in difficult situations, and to interact professionally with all levels, internal and external to the University.

â€¢ Ability to examine a number of alternative possibilities and arrive at the best solution.

â€¢ A team-oriented approach, a service-oriented perspective and professionalism.

â€¢ Resourcefulness and creativity with strong attention to detail.

**DECISION MAKING:**

â€¢ Determines the best means to identify and find information needed to effectively perform the duties.

â€¢ Anticipates, analyzes and resolves administrative needs, incorporating a proactive approach to ensure the success of the office.

â€¢ Determines priorities within time constraints. Decides how to best coordinate time and effort between various ongoing projects and daily tasks.

â€¢ Frequent decisions regarding management of schedules, assessing the urgency of a request and using sound judgement to make decisions in response to unexpected events.

â€¢ Handles or refers incoming correspondence and phone calls to the appropriate individual for follow-up, ensuring time or content sensitive correspondence is addressed appropriately and in a timely manner.

â€¢ Decides on how new information or changes will affect the functioning of the office; recommends changes to policy or procedure as required and help implement changes.

**How to Apply**

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