



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: 2024/04/29

ADMINISTRATIVE ASSISTANT III (CURRICULUM)

Job ID	49140-6153	
Web Address	https://careers.indigenous.link/viewjob?jobname=49140-6153	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2022-09-20	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

JD #: JD00643

Pay Grade: 6

Title: Administrative Assistant (III)

Unit/Project Description: The Undergraduate Medical Education (UGME) Program is a three-year, multi-campus program in Education Services. The curriculum focuses on the mastery of fundamental concepts in Medicine and continues the McMaster tradition of problem-based learning. An Administrative Assistant is required to provide program and curriculum support for UGME at McMaster University in the Hamilton campus. The incumbent will play a key role in planning, supporting, scheduling, event management, meeting organization, minute taking, preparing student schedules, program materials, data entry, report generation and budgeting - primarily within curriculum planning, development and delivery. Working closely with the Program Coordinator (Curriculum), the Administrative Assistant ensures the efficient organization, delivery and record keeping of the UGME program curriculum (Pre-Clerkship and Clerkship) across three campuses. The Administrative Assistant will work closely with the Program Coordinator (Curriculum) and other Administrative Assistants within the Curriculum team and the UGME staff, faculty and students as a whole. This position reports to the Manager, UGME.

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. Responsible for providing direction to others in how to carry out work tasks.

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.

Requirements: 2 year Community College diploma in Office Administration or related field of study. Requires 4 years of relevant experience.

Assets: Position requirements:- Experience assisting with the training and work of others, identifying and analyzing problems, preparing recommendations for review and approval, investigating questions and resolving problems; proposing improvements to processes, monitoring work load, workflow and completion- Experience writing a variety of documents (i.e. reports, guides, training materials, correspondence, minutes, etc.)- Experience using Office 365 tools, Google Suite tools, Adobe In Design, Visio etc.- Experience collecting, verifying, and inputting data into a variety of spreadsheets and databases (e.g. MOSAIC, MedSIS, MedPortal, ExamSoft, etc.)- Experience supporting staff and faculty members in a variety of roles/responsibilities - directors, chairs, planners, teachers, facilitators, committees, groups- Experience planning and coordinating a variety of education events and activities and includes experience developing estimates of time and resources for various activities and events- Experience scheduling and ensuring the delivery of curriculum components and learning events; assessing their implementation and identifying improvements needed and possible solutions/approaches- Experience documenting and outlining program processes for use by faculty and staff- Experience identifying and analyzing problems, preparing recommendations for review and approval, investigating questions and resolving problems; proposing improvements to processes, monitoring work load, workflow and completion of tasks- Experience following-up on and ensuring appropriate implementation of decisions made by supervisor- Experience resolving complex problems within area of responsibility, consulting relevant documentation, and liaising with appropriate resource persons to obtain and provide information on a variety of diverse and complex administrative issues- Experience answering complex inquiries via telephone, email, and in person that are specific in nature and includes experience providing policy and procedure information to others (i.e. students, faculty, internal & external partners)- Experience handling a diverse workload in a very busy environment, effectively balancing shifting and competing priorities and demands- Proven experience meeting multiple and simultaneous deadlines and demonstrated ability to perform equally well individually and as part of a team- Advanced organizational skills, superior interpersonal and communication (oral and written) skills, and sound judgement- Empathetic customer service attitude; sensitivity to student, staff and faculty needs - Understanding of the policies and procedures of the University and knowledge of MD programs

Additional Information: Position may require you to travel and to work outside of your regular work schedule including evenings, early mornings and weekends, as well as occasional travel. Access to reliable home internet service to facilitate our current work from home environment and possible hybrid work model in future. We thank all who apply; however, only those selected for an interview will be contacted.

For more information, visit McMaster University for ADMINISTRATIVE ASSISTANT III (CURRICULUM)