



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: 2024/04/26

Administrative Assistant To The Dean – Science / Adjoint.e Administratif.ve Du/de La Doyen.ne

Job ID	AE-EB-6E-5D-A0-6B	
Web Address	https://careers.indigenous.link/viewjob?jobname=AE-EB-6E-5D-A0-6B	
Company	Bishop's University	
Location	Sherbrooke, Quebec	
Date Posted	From: 2021-07-07	To: 2022-01-03
Job	Type: Full-time	Category: Office
Job Salary	\$24.78 To/À \$32.32 Per Hour/de L'heure (APBU â€“ Unionized Position/poste SyndiquÃ©)	
Languages	English And French / Anglais Et FranÃ§ais	

Description

Posting 21-27 (Regular full time position)

The following statements are intended to describe the general nature and level of work performed. They are not representing an exhaustive list of all responsibilities, duties and skills required.

Bishop's University is seeking an Administrative Assistant to the Dean for a regular full-time position in the Faculty of Sciences. Reporting to the Dean of Sciences, the incumbent is responsible for handling the daily operations of the Dean's office and for assisting with specific tasks related to the Department(s) associated with each academic semester. The incumbent also performs general administrative duties as required for the Dean and any affiliated faculty member and/or manager. The incumbent assists the Dean to support and provide resources to students including but not limited to academic, retention, or accommodation support. This position has a work week of 35 hours from Monday to Friday with occasional evenings and weekends required.

Nature of Duties & Responsibilities:

- Facilitate the day-to-day administrative operations under the Dean's mandate; which includes support for Chairs and Program coordinators,
- Assist the Dean with the various required meetings; with the coordination, the preparation and distribution of the agenda, the minutes, and the follow up;
- Assist the Dean in administering and monitoring the Divisional/Departmental budgets;
- Supports provincial, federal academic certification / accreditations;
- Provide reports and builds letters, publications, and/or presentations for the Dean and divisional faculty as required;
- Provide basic information to students/public, including frequently asked questions, and/or triages student / public enquiries concerning the Academic Calendar, departments, and programs under the Dean's purview;
- Directs students to appropriate departmental chair(s) for program specific advising;
- Support at risk students directing them to the various service providers on campus;
- Assist with the on-going initiatives created by Deans and Chairs as required such as: The Archway program, LEAP (Leadership & Extra-Curricular Activity program), Retention; Arts and Science Help Centre; Orientation week(s); Students at Risk, etc.;
- Support the recruitment process for all contracts and faculty positions associated with the Dean's mandate;
- Collaborate with Registrar's Office to assist and inform students who have specific requests concerning their student dossier including but not limited to change of marks, deferred exams, accommodations, transfer credits, add/drop forms, medical notes, etc.;
- Coordinate the preparation of internal and external correspondence for the Dean and faculty members as required;
- Organizes social and academic functions for the Dean with students and the Bishop's community as required;
- Creates and maintains the information repository for the Dean's office including Contracts, Postings, Office allocation, Chairs Stipends, etc.;
- As required processes expenses/bills and assigns appropriate budget codes;

- Prepares purchase orders, order supplies and payment requests;
- Manages the Dean's calendar if required, to facilitate travel arrangements as necessary, and to schedule student meetings with Chairs and faculty;
- Academic Calendar updates/copy
- Performs additional similar / related tasks as required.

AFFICHAGE 21-27 (Poste regulier Ã temps plein)

Les ÃnoncÃs suivants sont destinÃs Ã dÃcrire la nature et le niveau de travail gÃnÃral. Ils ne reprÃsentent pas une liste exhaustive de toutes les responsabilitÃs, tÃches et aptitudes requises.

L'UniversitÃ Bishop's recherche un Adjoint.e Administratif.ve du/de la Doyen.ne pour un poste rÃgulier Ã temps plein dans la facultÃ des Sciences. Se rapportant au Doyenne des Sciences, le titulaire exÃcute Ãgalement les tÃches administratives gÃnÃrales requises pour le Doyen et tout membre du corps professoral et/ou gestionnaire affiliÃ. Le titulaire assiste le Doyen Ã soutenir et Ã fournir des ressources aux Ãtudiants, y compris, mais sans s'Ãlimiter, le soutien scolaire, la rÃtention ou le logement. La semaine de travail est de 35 heures, du lundi au vendredi avec des soirÃes et fins de semaine occasionnelles.

Nature des tÃches:

- Faciliter les opÃrations administratives quotidiennes sous le mandat des Doyens; incluant le soutien aux Directeurs et aux Coordinateurs de programme;
- Assister le Doyen dans les diffÃrentes rÃunions requises; avec la coordination, la prÃparation et la distribution de l'ordre du jour, le compte rendu et le suivi;
- Assister le Doyen Ã administrer et Ã surveiller les budgets des divisions / dÃpartements;
- Soutenir les certifications / accrÃditations universitaires provinciales et fÃdÃrales;
- Fournir des rapports et rÃdiger des lettres, des publications et/ou des prÃsentations pour le Doyen et le corps professoral de la division, au besoin;
- Fournir des informations de base aux Ãtudiants et au public, y compris les questions frÃquemment posÃes et/ou effectuer le tri des demandes des Ãtudiants et du public concernant le calendrier acadÃmique, les dÃpartements et les programmes relevant de la compÃtence du Doyen;
- Diriger les Ãtudiants vers les Directeurs de dÃpartement appropriÃs pour des conseils spÃcifiques au programme;
- Soutenir les Ãtudiants Ã risque, en les orientant vers les diffÃrents prestataires de services du campus;
- Assister au besoin, dans les initiatives en cours crÃÃÃes par les Doyens et les Directeurs, comme par exemple: les programmes Archway, LEAP (Leadership & Extra-Curricular Activity program), Retention; Centre d'aide aux arts et aux sciences; Semaine(s) d'orientation; Ãtudiants Ã risque, etc.;
- Soutenir le processus de recrutement pour tous les contrats et les postes de professeurs, en lien avec le mandat du Doyen;
- Collaborer avec le Bureau du registraire pour aider et informer les Ãtudiants qui ont des demandes spÃcifiques concernant leur dossier d'Ãtudiant, y compris mais sans s'Ãlimiter, les changements de notes, les examens diffÃrÃs, les accommodements, les transferts de crÃdits, les formulaires d'ajout / suppression, les notes mÃdicales, etc.;
- Coordonner la prÃparation de la correspondance interne et externe pour le Doyen et les membres du corps professoral, au besoin;
- Organiser des fonctions sociales et acadÃmiques pour le Doyen avec les Ãtudiants et la communautÃ de Bishop's, au besoin;
- CrÃer et tenir Ã jour le rÃfÃrentiel d'informations pour le Bureau du Doyen, y compris les contrats, les affectations, la rÃpartition des bureaux, les allocations de chaire, etc.;
- Au besoin, traiter les dÃpenses / factures et attribuer les codes budgÃtaires appropriÃs;
- PrÃparer les bons de commande, commander les fournitures et les demandes de paiement;
- GÃrer le calendrier du Doyen si nÃcessaire, pour faciliter les prÃparatifs de voyage au besoin, et pour planifier des rÃunions d'Ãtudiants avec les Directeurs et les professeurs;
- Faire les mises Ã jour / copies du calendrier acadÃmique;
- Effectuer toutes autres tÃches connexes au besoin.

Experience

3 to 5 years of similar experience / Plus de 3 Ã 5 annÃ©es d'expÃ©rience

Education Requirements

Bachelor's Degree / BAC

Essential Skills

- Fluency in both English and French;
- Excellent interpersonal skills;
- Proficient with Microsoft Office;
- Experience with basic accounting and budgeting;
- Excellent organizational skills;
- Strong collaboration skills: ability to work effectively and professionally with multiple stakeholders;
- Light and medium exertion.

-
- Maîtrise de l'anglais et du français;
 - Excellentes compétences interpersonnelles et organisationnelles;
 - Maîtrise de Microsoft Office;
 - Expérience de la comptabilité et de la budgétisation de base;
 - Solides compétences en collaboration: capacité à travailler efficacement et professionnellement avec plusieurs parties prenantes;
 - Efforts légers et moyens.

Other

Bishop's University implements an equal access employment / program under the Act respecting equal access to employment in public bodies and welcomes applicants who are committed to upholding the values of equity, diversity, and inclusion and who will assist us expand our capacity for diversity and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous peoples, visible and ethnic minorities, persons with disabilities, women and LGBTQ2+.

L'Université Bishop's applique un programme d'accès à l'emploi issu de la Loi sur l'accès à l'emploi des organismes publics et accueille les candidats qui s'engagent à respecter les valeurs d'équité, de diversité et d'inclusion et qui nous aideront à accroître notre capacité en matière de diversité et d'inclusion. Nous encourageons les candidatures de membres de groupes historiquement défavorisés et marginalisés, notamment les peuples autochtones, les membres des minorités visibles et ethniques, les personnes handicapées, les femmes et les personnes LGBTQ2+.

How to Apply

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for by July 25th, 2021 before 4:00 pm to careers@ubishops.ca.

Per the Collective Agreement, priority will be given to qualified internal applicants. Please note that only candidates selected for an interview will be contacted and testing may be required; thank you for your interest. We provide support in the recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation in order to participate as a candidate in the recruitment process, please contact careers@ubishops.ca

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de présentation, en indiquant pour quel poste vous appliquez ici le 25 juillet 2021 16:00 à careers@ubishops.ca

Tel que prévu à la Convention Collective, priorité sera accordée à un candidat interne qualifié. Veuillez noter que seules les personnes retenues pour une entrevue seront contactées, et que des tests de sélection peuvent être administrés; merci pour l'intérêt manifesté. Dans le processus de recrutement, nous fournissons un soutien aux personnes handicapées afin de répondre aux besoins en prévenant et en éliminant les obstacles à l'accessibilité. Si vous nécessitez de mesures d'adaptation pour participer en tant que candidat dans le processus de recrutement, veuillez contacter careers@ubishops.ca