



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

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Job Board Posting



Careers.Indigenous.Link

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Administrative Assistant To The Vice Principals // Assistant.e Admin. Aux Vice-Principal.e.s

Job ID	FA-44-AC-52-89-CC		
Web Address	https://careers.indigenous.link/viewjob?jobname=FA-44-AC-52-89-CC		
Company	Bishop's University // Bishop's University		
Location	Sherbrooke, Quebec		
Date Posted	From: 2021-11-29	To: 2022-05-28	
Job	Type: Full-time	Category: Education	
Job Start Date	ASAP - dÃs que possible		
Job Salary	Class.e 12: \$26.04 To/Ã \$33.99 Per Hour/ Hre Non-unionized Position / Poste		
SyndiquÃ©			
Languages	ÃFluent In Both English And French (oral And Written)/ MaÃtrise De L'anglais		
Et Du FranÃais (oral Et Ãcrit);			

Description

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 Vice Principal(s) for a regular full-time position. Reporting to the Vice Principal Academic & Research, the incumbent is responsible for the overall day-to-day administrative support to the Vice Principal Academic & Research and the Associate Vice Principal Academic and their respective offices.

This position has a work week of 35 hours from Monday to Friday with occasional evenings and weekends required.

Nature of duties and responsibilities

â€¢ Provide support for Senate, Board of Governors and various committees which the VPs may chair or attend, including Joint Committees relating to the faculty bargaining units of the APBU. This support may include attending meetings to record minutes, typing and distributing minutes, drafting agendas in collaboration with the VPs /AVPA, preparing agenda packages, arranging meetings dates/times/rooms, contacting participants, and extensive follow-up on items as needed up to and including drafting annual reporting documents;

â€¢ Organize special events as required by the VPs which includes creating and distributing invitations, advertising events, booking facilities, catering and maintenance arrangements, verifying facility contracts and, if necessary, preparing invoices for payment;

â€¢ Provide support in maintaining the relationships with students, managers, staff, faculty, community members, members of the Senate, members of the Board, government officials, and other external stakeholders;

â€¢ Compile information and generate internal reports from the various university departments which include faculty seniority points system, teaching evaluation processes, weekly, monthly, and or annual reporting.

â€¢ Provide support for external reporting (including government)

â€¢ Provide administrative support such as filing, scanning, calendar management and follow-ups;

â€¢ Ensure that all policy, procedural, documentation and timeline standards are met;

â€¢ Track and manage budgets on an ad hoc, monthly and annual basis;

â€¢ Oversee the VPs' calendars and general meetings;

â€¢ Special projects and other tasks as assigned

Les Ã©noncÃ©s suivants sont destinÃ©s Ã dÃ©crire la nature et le niveau de travail gÃ©nÃ©ral. Ils ne reprÃ©sentent pas une liste exhaustive de toutes les responsabilitÃ©s, tÃ¢ches et aptitudes requises.

L'UniversitÃ© Bishop's recherche un.e Assistant.e Administratif.ve des Vice-Principal.e.s pour un poste rÃ©gulier Ã temps plein. Se rapportant au Vice-principal.e acadÃ©mique et recherche, le ou la titulaire du poste sera responsable du soutien administratif global au jour le jour pour le ou la Vice-Principal.e acadÃ©mique et recherche et pour le ou la Vice-Principal.e acadÃ©mique adjoint.e et leurs services respectifs.

La semaine de travail est de 35 heures, du lundi au vendredi avec des soirées et fins de semaine occasionnelles.

Nature des tâches

• Fournir un soutien au Sénat, au Conseil des gouverneurs et aux divers comités du Conseil que peuvent présider ou assister les Vice-Principales, y compris les comités conjoints relatifs aux unités de négociation du corps professoral de l'Université. Ce soutien peut inclure la participation aux réunions pour prendre les minutes, dactylographier et distribuer les procès-verbaux, rédiger des ordres du jour en collaboration avec les VPs/VPAs, préparer les troupes de l'ordre du jour, organiser les dates / heures / salles des réunions, contacter les participants, effectuer des suivis rigoureux sur des éléments tels que requis et faire de la rédaction de rapports annuels;

• Organiser des événements sociaux tels que requis par les VPs, incluant la création et la distribution d'invitations, faire la promotion d'événements, faire les réservations d'installations, faire les arrangements nécessaires pour les besoins de restauration et d'entretien, vérifier des contrats, et si nécessaire, préparer des factures pour paiements;

• Fournir un soutien dans le maintien des relations avec les étudiants, le personnel, les professeurs, les membres de la communauté, les membres du Conseil, les représentants du gouvernement et autres intervenants externes;

• Compiler les informations et générer des rapports internes des différents départements universitaires qui incluent le système de points d'ancienneté du corps professoral, les processus d'évaluation de l'enseignement, des rapports hebdomadaires, mensuels et / ou annuels ;

• Fournir un soutien à la préparation de rapports externes (y compris le gouvernement) ;

• Fournir un soutien administratif de base tel que des activités de classement, numérisation, gestion de calendrier et gestion de suivis;

• S'assurer que tous les standards sont respectés et rencontrés en matière des normes, politiques, procédures, documentation et archiviers;

• Faire le suivi et la gestion des budgets sur une base ad hoc, mensuelle et annuelle;

• Superviser les calendriers des VPs et celui des assemblées générales;

• Effectuer tout autres projets sociaux et autres tâches assignées.

Experience

• Over 5 years experience in a similar role working with executive team members (senior administrators) / 5 années d'expérience dans un rôle similaire en travaillant avec des membres de l'équipe de direction (administrateurs seniors);

Education Requirements

• Bachelor's degree / baccalauréat

Essential Skills

• Ensures confidentiality, integrity, diplomacy, professionalism, and tact at all times;

• Fluent in Both English and French (oral and written);

• Exceptional organizational skills;

• Budgeting and finance experience;

• High level technological skills, including survey construction and analysis.

• Assure la confidentialité, l'intégrité, la diplomatie, le professionnalisme et le tact en tout temps;

• Maîtrise de l'anglais et du français (oral et écrit);

• Compétences organisationnelles exceptionnelles;

• Expérience en budgétisation et finance;

• Compétences technologiques de haut niveau, y compris la conception et l'analyse de questionnaires.

Other

Bishop's University implements an equal access employment / program under the Act respecting equal access to employment in public bodies. The University 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 living with disabilities, women and LGBTQ2S+ persons / L'Université Bishop's

Bishopâ€™s applique un programme dâ€™Access Ã lâ€™Ã©galitÃ© en emploi issu de la Loi sur lâ€™Access Ã lâ€™Ã©galitÃ© en emplois des organismes publics. Lâ€™universitÃ© accueille les candidate.e.s qui sâ€™engagent Ã respecter les valeurs dâ€™Ã©quitÃ©, de diversitÃ© et dâ€™inclusion et qui nous aideront Ã accroître notre capacitÃ© en matiÃ©re de diversitÃ© et dâ€™inclusion. Nous encourageons les candidatures de membres de groupes historiquement dÃ©favorisÃ©s et marginalisÃ©s, notamment les peuples autochtones, les membres des minoritÃ©s visibles et ethniques, les personnes handicapÃ©es, les femmes et les personnes LGBTQ2S+.

How to Apply

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for by December 19, 2021 before 4:00 pm to careers@ubishops.ca.

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 applicantâ€™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 quâ€™une lettre de prÃ©sentation, en indiquant pour quel poste vous appliquez dâ€™ici le 19 dÃ©cembre 2021, 16 :00 Ã careers@ubishops.ca

Veuillez noter que seules les personnes retenues pour une entrevue seront contactÃ©es, et que des tests de sÃ©lection peuvent Ãªtre administrÃ©s ; merci pour lâ€™intÃ©rÃªt manifestÃ©. Dans le processus de recrutement, nous fournissons un soutien aux personnes handicapÃ©es afin de rÃ©pondre aux besoins en prÃ©venant et en Ã©liminant les obstacles Ã lâ€™accessibilitÃ©. Si vous nâ€™avez besoin de mesures dâ€™adaptation pour participer en tant que candidat dans le processus de recrutement, veuillez contacter careers@ubishops.ca