

# Sheridan

## Executive Assistant (Contract)

<b>Department:</b> Office of Vice President, Student Experience & Enrolment Management	<b>Employee Group:</b> Administrative - Temporary
<b>Campus:</b> Trafalgar	<b>Payband:</b> NJ
<b>Reference #:</b> 19/A/136	<b>Hiring Range:</b> \$67,867 - \$72,109
<b>Application Deadline:</b> February 21, 2020	<b>Salary Range:</b> \$67,867 - \$84,834
<b>Application Details:</b> This is a temporary position expected to start March 2020 and continue to February 2022. Job has been reposted to attain further applications. Previous applicants need not reapply.	

Reporting to the Vice President, Student Experience and Enrolment Management (VP SEEM), the Executive Assistant supports the Office of the VP, SEEM, and is accountable for coordinated management and administrative leadership of a variety of complex and confidential functions critical to the ongoing communication, operations, policy compliance and strategic objectives of the Division. As a member of the Division's senior administrative team this position works closely alongside, and provides assistance to the VP, SEEM and coordinates the flow of activities for the Office of the VP, SEEM. The Executive Assistant works closely with the Office of the Registrar (OTR); Dean of Students; Integrated Learning Services administrative teams; Director, Planning and Resources; Strategic Lead, Signature Learning, and Associate Vice President, Enrolment Innovation. The incumbent manages the VP SEEM Office's financial information regarding budgets and inter-departmental adjustments. The incumbent supports the business of the Office of the VP SEEM and the continuing development of the Division through completing special projects or assignments. The Executive Assistant is required to use discretion as to when matters should escalate and be addressed by the VP SEEM or other senior management staff. Due to the confidential aspect of the work, considerable discretion and judgement are required.

### Specific Responsibilities:

- Responsible for administrative support and related logistics, documentation, preparation and follow up for internal/external committees, councils, partnerships and meetings that VP attends; may attend meetings on behalf of VP, to record information and provide Division perspective;
- Coordinating/scheduling VP's internal/external activities; managing travel arrangements for VP;
- Overseeing information management - files, documents, Board reporting for all functions;
- Preparing responses to tasks resulting from PVP, VPs meetings and Board meetings;
- Responding to College related issues, general, confidential and at times sensitive, from students, faculty, support staff, administration, government representative and external stakeholders;
- Acting as the VP's designee to hear and resolve concerns where possible or referring accordingly for action;
- Responsible for communications / public relations for the VP while maintaining confidentiality and discretion;
- Tracking client concerns and following up to ensure appropriate actions have been taken;
- Preparing presentations, reports, proposals, contracts, and other materials for internal/external audiences;
- Initiating and undertaking special assignments by researching and analyzing data, collecting and assembling relevant data (spreadsheets, databases and informational documents), information and preparing reports;
- Creating reports, statistical charts, PowerPoint presentations, workshop materials and promotional materials;
- Managing projects and workflow; developing documentation, overseeing timelines, ensuring deliverables are met;
- Monitoring and maintaining control of the budget; reconciling accounts; maintaining office inventory of fixed assets;
- Implementing procedures and processes for records management of agreements, contracts, and documents compliant with legislative requirements (e.g. Freedom of Information and Protection of Privacy Act);
- Managing the administrative components relating to special events, or activities of the department;
- Performing other related duties/activities as required.

## Qualifications:

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- A 3-year degree/diploma in Office Administration, Business Management or related field, along with 5 years of progressive experience as an administrative assistant providing senior level administrative support, preferably in a post-secondary environment (or an equivalent combination of relevant education and experience)
- Experience with information management and administering departmental budgets; financial acumen
- Experience developing e-newsletters, web materials, surveys
- Excellent organizational, project management and analytical skills
- Excellent customer service skills with demonstrated client service focus
- Ability to use effective public relations skills while exercising high level of professionalism, discretion, diplomacy & tact
- Research skills via web and other resources (e.g. government documents, databases and e-resources)
- High level of proficiency with current office applications (e.g Outlook, Excel, Word, PowerPoint) & technologies
- Knowledge of web page design, HTML, graphic applications, Visio, SharePoint, Survey software, project management software (assets); Experience with College systems (Financial, Student, HR) (asset)
- English literacy for report writing, minute taking, correspondence and presentation
- Ability to prioritize, multi-task, track multiple projects and manage a demanding workload
- Ability to develop collaborative work processes and effective teams
- Effective and analytical approach to problem solving and conflict resolution skills

Sheridan welcomes diversity in the workplace and encourages applications from all qualified individuals, including visible minorities, Indigenous People, and persons with disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Sheridan is committed to accommodating applicants with disabilities throughout the hiring process. At any stage of the hiring process, Human Resources will work with applicants requesting accommodation.

Note: Copies of educational credentials are requested at the time of an interview. As a condition of employment, Sheridan requires confirmation of educational credentials in the form of an official Canadian transcript or an official evaluation of international credentials which determines Canadian equivalency.

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Please apply online: <https://www.sheridancollege.ca/working-at-sheridan.aspx>