

**Assistant to the Director of Accessibility, Counselling and Wellness Services (CSL 41383)**

**Counselling and Accessibility Services**

**Student Success**

**Location:** London

**Employment Group**: Support

**Type of Position:** Full-time Temporary

**Hours:** 35 hours per week. Monday to Friday 8:30 a.m. to 4:30 p.m.

**Pay Details:** $27.81 per hour

**Closing Date:** July 16, 2024

**Working at Fanshawe College**

Fanshawe College is committed to the principles of hybrid work and may offer this option to employees whose work can be performed in an alternate location, without adverse impact to the operations of the College, inclusive of our Student and Staff experience. Confirmation of hybrid work options available to you will be clarified upon hire and may be subject to change based on the duties required of your position. Successful candidates will be required to perform work within Ontario and must be available to work on campus, as required.

**Note:**This is a full-time temporary Support position until March 31, 2025 (35 hours per week). Support Staff employees, as defined by the full-time Support Staff Collective Agreement, will be given first consideration.
 **Duties:**Under the general supervision of the Director, Accessibility, Counselling and Wellness Services, provides a wide range of confidential administrative support services, including financial record keeping for grants, purchasing and payment processing, staff vacation/absence tracking to support coverage scheduling.

**QUALIFICATIONS**

* Post-secondary 2-year diploma in Office Administration, Executive Administration, Business Administration or equivalent; Education credential with a focus on computer and technical skills
* Minimum 3 years’ practical experience in processing invoices, financial reports, purchasing, and budget documents
* An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
* Experience working as an administrative assistant, requiring confidentiality, sound judgment, problem-solving skills, attention to detail, excellent interpersonal skills, and the ability to work in a high-pressure environment
* Demonstrated experience within roles requiring time-management, prioritizing work and meeting scheduling, agenda development and minute taking
* Demonstrated ability to work independently and as a team
* Demonstrated excellent verbal and written communication skills

**While transcripts are not required for the interview, they are mandatory prior to any offer of employment.**

**How to Apply:**

For more information and how to apply, please visit the Fanshawe College website at: <https://jobs.fanshawec.ca/>

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

**Fanshawe College is an equal opportunity employer.  We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.**

**Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.**