## Job Description

**Job Title:** Executive Assistant to the Associate Provost, Co-operative and Experiential Education  
**Department:** Co-operative and Experiential Education  
**Reports To:** Associate Provost, Co-operative and Experiential Education  
**Jobs Reporting:** None  
**Salary Grade:** USG 7  
**Effective Date:** October 2018

### Primary Purpose
The Executive Assistant provides logistical and administrative support to the Associate Provost, Co-operative and Experiential Education, and at times, acts as their agent in specific matters, enabling the Associate Provost to focus attention on strategic, advocacy, and leadership issues. The Executive Assistant may also provide support to the Co-operative and Experiential Education leadership team. The Executive Assistant is responsible for the day-to-day administrative oversight and operation of the Office of the Associate Provost, Co-operative and Experiential Education.

### Key Accountabilities

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<tr>
<th>Administrative Assistance</th>
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<tr>
<td>• Effectively manages confidential and sensitive information</td>
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<td>• Manages the Associate Provost, Co-operative and Experiential Education’s calendar</td>
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<td>• Handles simple and complex document preparation using Word, Excel and/or PowerPoint</td>
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<td>• Proofs documents for quality control</td>
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<td>• Reviews and filters the Associate Provost, Co-operative and Experiential Education’s incoming mail, both electronic and paper, and handles or redirects correspondence as appropriate; brings priority documents to the attention of the Associate Provost, Co-operative and Experiential Education; and where appropriate, drafts replies that may be required by the Associate Provost, Co-operative and Experiential Education</td>
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<td>• Coordinates CEWIL membership (and other Work-Integrated Learning memberships as relevant) for all Co-operative and Experiential Education staff and other University staff as relevant</td>
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<td>• Coordinates and makes travel arrangements and manages the itinerary of the Associate Provost, Co-operative and Experiential Education</td>
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<td>• Maintains filing systems (hard and soft copies), correspondence, and retrieval systems for the Associate Provost, Co-operative and Experiential Education</td>
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<td>• Performs other administrative duties as assigned</td>
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<th>Financial</th>
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<td>• Monitors expenses and completes expense reimbursement claims for the Associate Provost</td>
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<th>Meeting and Event Management</th>
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<td>• Schedules, organizes and attends meetings, takes minutes and produces meeting notes, handles responses and attends to special requests, includes contacting senior corporate, university and government officials regarding meetings</td>
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<td>• Coordinates arrangements for receptions and functions hosted by the Associate Provost, Co-operative and Experiential Education</td>
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</table>
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- Books facilities, equipment and refreshments for meetings, events and visitors to the Associate Provost, Co-operative and Experiential Education
- Anticipates requirements and assembles material and briefings for meetings, events and appointments; includes drafting agendas, letters and other correspondence; preparing handouts and reports; assisting with electronic presentation notes or other supporting materials

### Executive Assistance

- Prepares materials required for effective participation in, or chairing of, both internal and external meetings: involves extensive interaction with senior university administrators, faculty members, deans and their administrative staff, others across the University and external delegations from academia, industry and government
- Prepares and organizes support materials by researching, analyzing, composing and/or synthesizing and formatting documents ensuring materials are submitted by others as required.
- Ensures the Associate Provost, Co-operative and Experiential Education is prepared for meetings, events and other engagements by means of briefing notes, briefing binders, speaking notes, policy documents, and consultation on approaches to issues; includes researching websites for relevant information prior to the Associate Provost, Co-operative and Experiential Education’s meetings with external visitors
- Ensures that all participants in meetings with the Associate Provost, Co-operative and Experiential Education are fully briefed and prepared with appropriate backgrounders and materials
- Provides relationship management and administrative coordination; including preparation of presentations and reports, organizing meetings and developing agendas
- Consolidates materials across all CEE units for consolidated reporting (strategic planning preparation of presentations and reports, organizing meetings and developing agendas
- Works with the Co-operative and Experiential Education directors to prepare the Associate Provost, Co-operative and Experiential Education’s presentations to various councils and boards (e.g. Co-operative Education Council, Executive Council, Dean’s Council, Board of Governors, Senate)
- Acts as a point of contact between the Associate Provost, Co-operative and Experiential Education and key external and internal stakeholders to relay information, seek advice, engage parties in visit/meetings/events etc.
- Provides a confidential sounding board for ideas, plans and provides advice and criticisms; critical analysis; perspectives; options and alternative approaches
- Coordinates media inquiries for the Associate Provost, Co-operative and Experiential Education with Cooperative Education communication team and University Communications

### Responsible for Daily Functioning of Associate Provost, Co-operative and Experiential Education Position:

- Takes initiative to draft correspondence letters and memos for the Associate Provost, Co-operative and Experiential Education
- Acts as a point of contact between the Associate Provost, Co-operative and Experiential Education and senior university administrators, faculty members, deans and their administrative staff, others across the University, ensuring the effective flow of information and follow-up
- Manages the Office of the Associate Provost, Co-operative and Experiential Education when the Associate Provost is at meetings off-campus, includes keeping the Associate Provost informed of priorities and urgent matters as they arise and responding as appropriate

### Meeting Coordination and Secretary

- Serves as Secretary of the Co-operative Education Council; schedules, writes and distributes agendas, writes minutes and provides other support as required
- CEE Director / Associate Director meetings (includes scheduling, preparation of the agenda and minute-taking as requested)
Job Description

- Other meetings chaired by the Associate Provost, Co-operative and Experiential Education as they arise

*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

**Required Qualifications**

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<th>Education</th>
<th>Post-secondary education or equivalent education and experience. University degree is preferred.</th>
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<tr>
<td>Experience</td>
<td>5 years of experience supporting an executive level position. Post-secondary school environment preferred.</td>
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**Knowledge/Skills/Abilities**

- The position requires substantial skill in managing complexity and coordinating a range of activities and demands. Responsibility, maturity, and excellent problem-solving skills are critical. Writing and organizational skills are key, as are managing conflicting priorities from multiple stakeholders.
- Proven strategic and pragmatic thinker, has excellent interpersonal skills, a proven record of demonstrated tact, judgement and diplomacy, confidence, organization, and the ability to assimilate information and analyze data quickly.
- Demonstrated ability to make independent decisions.
- Ability to remain calm and organized during busy, changing or challenging times, and is a clear and positive verbal communicator.
- Attention to detail (e.g. as it relates to scheduling, travel arrangements, report content, etc.)
- Specialized work with minimal supervision.
- Experience with resolving scheduling conflicts and applies judgment to determine priority meetings and relationships, gathers information and compiles/writes reports, and resolves conflicting priorities for work leveling.
- Excellent communication (oral and written) with the ability to write communication on behalf of an executive.
- Experience managing global travel and meeting schedules is an asset.
- Proven ability to build strong relationships and influence individuals at all levels of an organization, as well as external constituents.

**Nature and Scope**

- **Contacts:** Internal Relationships: the Executive Assistant to the Associate provost, Co-operative and Experiential Education facilitates internal working relationships between the Associate Provost and the President, the Vice-President, Academic and Provost, the vice-presidents and associate provosts, the deans and associate deans, Senate and its various councils, the Board of Governors, Deans’ and Executive Councils, senior leadership of academic support units (e.g. IAP) and the employees of Co-operative and Experiential Education. In particular, the position works closely with CEE Services and the entire Co-operative and Experiential Education administrative team (this may include, but is not limited to, attending, their meetings, coordinating travel for the Associate Provost, Co-operative and Experiential Education with that of other CEE employees, jointly planning an event etc.). External relationships: the Executive Assistant to the Associate provost, Co-operative and Experiential Education facilitates internal working relationships between the Associate Provost and federal and provincial ministries and delegations from academia, industry and government. The Executive...
Assistant also assists the Associate Provost to execute his or her responsibilities of numerous board memberships.

- **Level of Responsibility:** The position has responsibility and accountability for serving as the first point of contact to the Associate Provost, Co-operative and Experiential Education.

- **Decision-Making Authority:** This position will be responsible for making decisions related to scheduling, travel, the escalation of issues to the Associate Provost, meeting and event agendas and logistics. Problem solving is a critical skill for this position. Unexpected issues and/or conflicts may arise and the incumbent must be capable of analyzing problems and quickly solving issues. The incumbent will be responsible for making decisions with respect to most efficient use of the Associate Provost’s time (i.e. meetings, events, travel) and seeking advice when required.

- **Physical and Sensory Demands:** This position requires the ability to work effectively in a fast-paced environment and maintain a high level of attention to detail. The work environment may include lack of control over work pace due to work processes, irregular and/or high volumes beyond one's control, multiple and/or tight deadlines beyond one's control and constant interruptions (e.g. phone calls, e-mails, unplanned but urgent support requests, or emergencies).

- **Working Environment:** Regular working hours, some evening/weekend work required. Exposed to stress and pressure associated with senior level responsibilities.