

**Position Title:** Executive Assistant  
**Department:** Office of the President and Vice Chancellor  
**Reports To:** President and Vice Chancellor  
**Salary Schedule:** D  
**Date Created/Modified:** June 2019

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### **General Accountability**

The Executive Assistant provides comprehensive administrative support to the President of St. Jerome's University, and the Vice President Academic and Dean. The public relations inherent in this position requires a high level of sensitivity to the very diverse nature of the University's environment, resources both human and material, public persona and community relationships. The Executive Assistant also provides support to the Board of Governors and its committees, and to Senate Council and its committees. The Executive Assistant oversees the work of the Administrative Assistant to facilitate the smooth operation of the University reception, mail services, and other central administrative functions.

### **Nature and Scope**

St. Jerome's University provides a culture and environment for employees, which endeavors to promote the mission of the University. Employees contribute to the larger institutional goals and conduct themselves in a manner that fosters the prevailing sense of collegiality among faculty, staff and students.

The Executive Assistant is familiar with, complies with, and at all times, promotes the university's policies and directives related to the effective operation of the university, and serves as an institutional resource person who provides expertise to ensure the effective operation and administration of the university's governance systems.

### **Specific Accountabilities**

#### **Administrative Support**

- Facilitates the work of the Office of the President by identifying linkages and emerging issues and opportunities between portfolios and making recommendations that enhance systems/programs/processes that support the priorities of the President
- Responsible for the management of the President's and the VPAD's calendars, and all briefing materials
- Responsible for management of the budgets for the Offices of the President and the VPAD
- Prepares the President's and VPAD's expense claims
- Coordinates the planning, organization, and implementation of all functions hosted by the President
- Facilitates and fosters connections with external stakeholders
- Develop relationships with appropriate counterparts at UW to streamline collaborative processes and cooperation between the institutions
- Supervises the Administrative Assistant and ensures the smooth operation of the University reception

#### **Governance Support**

- Serves as Board Secretary (Board, all standing and ad hoc Board Committees) with responsibilities for rules of order and conduct, developing the agenda, preparing documentation, writing reports, briefing the Chair, preparing minutes, and managing work plans
- Develops orientation materials for Committee and Board members and assists in conducting orientations.
- Serves as Secretary of the Senate Council and develops the agenda, prepares documentation, briefs the Chair, and prepares minutes

- Advises President and VPAD on governance and policy issues, including reviewing draft policies and procedures, and on the appropriate procedures and processes to follow in submitting material for approval
- Supports the work of the Board of Governors in the drafting of its bylaws, policies and procedures and processes
- Proposes procedures and processes, which will more effectively meet the needs of the Board members.
- Coordinates and manages administrative functions to facilitate the operation of the Board of Governor's including, scheduling and the preparation of materials
- Maintains Board manual
- Identifies pending items, and for each pending item: ensures that appropriate reminders are sent in a timely manner; tracks follow-up activities; and ensures that promised materials/answers are included on subsequent Committee and Board meeting agendas.
- Maintains Committee and Board records of deliberations and decisions, including agendas and related background material.
- Responsible for the effective records management of the governing bodies and for ensuring that records are available and accessible.
- Assists with drafting of Board and the Senate Council annual calendars and tracking the flow of work through the Committees, the Senate Council, and the Board
- Responsible for supporting and guiding the nomination, selection and record-keeping for University honours and titles, including honorary degrees (SJU and UW) and emeritus/a titles
- Promotes student service-learning activities and faculty involvement on campus and in the community

#### **Working Conditions**

- Usually works University's core hours, but must be flexible to work before and after core hours to support the work of the University and the Board
- Regular office environment including utilization of various mediums of communication including digital and print materials, telephone and email
- May work other than traditional work day including evening and weekends
- Attends workshops, conferences or meetings that may require travel
- Periodic lifting and carrying of parcels or deliveries
- Active involvement in committees and teams as required to accomplish departmental and institutional objectives

#### **Qualifications Required**

- University degree, and 3 to 5 years of experience in supporting an executive office and in working in a support capacity with a Board of Governors
- Excellent knowledge of board governance models and practices
- Excellent interpersonal and communication skills, both oral and written
- Working knowledge of parliamentary procedure and of procedures for the conduct of meetings, both formal and informal
- Ability to remain highly organized and to prioritize multiple tasks effectively
- Ability to manage and process confidential and sensitive material in a professional manner
- Ability to work independently and as a team member in a constantly changing and demanding environment

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**Department Head Approval**

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**Date**

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**Executive Approval**

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**Date**