

Shingwauk Kinooamaage Gamig- Position Description

POSITION: Executive Assistant

RESPONSIBLE TO: Director of Academics

SUMMARY OF FUNCTION

The Executive Assistant provides high level professional services to the Director of Academics in the following areas: Indigenous research, student services & student data management, academic programs including quality assurance and accreditation standards. The Executive Assistant is also responsible for the coordination and planning of various meetings and assisting in the ongoing development of policies and procedures that will guide the ongoing growth and development of Shingwauk Kinooamaage Gamig

In the spirit of our ancestors and our Treaty, ensure professional, ethical and moral conduct in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator by upholding the Seven Grandfather Teachings of Nbwaakaawin (Wisdom), Zaagidwin (Love), Mnaadendmowin (Respect), Aakdehewin (Bravery), Gwekewadziwin (Honesty), Dbaadendizin (Humility) and Debwewin (Truth).

ORGANIZATIONAL RESPONSIBILITIES:

- Research educational models, frameworks & quality assurance standards.
- Produce written reports, briefing notes, policy papers and other executive level communication documents.
- Assist in coordinating community consultations, and summarizing feedback.
- Assist and contribute to the funding application process to the Ministry of Colleges and Universities and other funding sources.

- Conduct background policy research and analysis to support existing projects as well as proposals for new bodies of work; synthesize research findings to identify and recommend best practices.
- Provide support and oversee the coordination of meetings including scheduling, preparing, and ensuring action items are completed in a timely manner.
- Anticipates issues and initiates appropriate action to ensure the most effective use of the Director of Academic's time.
- Manages all incoming and external requests while ensuring that the Academic Department's priorities are always being maintained.
- Provides administrative support to a variety of tasks in the office with respect to travel, events, meetings, and conferences.
- Develop and manage filing systems, financial planning, budget administration, contract management, invoice and travel expense processing.
- Provides support and coverage for reception as needed.
- Other duties as assigned.

QUALIFICATIONS

Education and Experience:

- Post-secondary undergraduate degree in Business Administration, Community Economic and Social Development, Education, Political Science (or related degree) preferred; or a college diploma in Office or Business Administration a
- Minimum of 3 years' experience in an executive administrative position in areas of development, research and/or education.
- Understand the principles and ethics of research with Indigenous communities.
- Demonstrated organizational skills and ability to multi-task in a fast-paced environment.
- Proven ability to manage conflicting priorities under various time constraints.
- Effective project management skills.
- Demonstrated ability to work with sensitive information and to maintain confidentiality.
- Excellent telephone and teleconferencing skills.
- Solid computer skills (a proficiency with MS Word, Excel, PowerPoint, Outlook, Visio and web-based learning management systems)

- Demonstrated ability to work collaboratively and interdependently with other staff to ensure member needs are delivered in a seamless manner.

CONDITIONS OF EMPLOYMENT

- Ability to travel as required
- Ability to work evenings and weekends if necessary
- Valid Vulnerable Sectors Check
- Current, valid Ontario Driver's License

Applicants are requested to submit their resume and cover letter to Dianne Roach, Director of Operations at careers@shingwauku.org, with the applied position in the document title. Applications should be submitted no later than **Friday, August 12th, 2022 at 4:00 p.m.**

We thank all those who apply. Only those selected for further consideration will be contacted.

Preference will be given to Indigenous applicants. Self-identification is encouraged. Please note that you are encouraged to apply early as interviews will be scheduled as applications are received. We thank all applicants for their interest; however, only those selected for an interview will be contacted.