



JOB TITLE: Executive Assistant to the President / Chief Academic Officer

POSITION STATUS: Permanent, Full-time (35 hours per week)

SUPERVISION RECEIVED: President / Chief Academic Officer

POSITION SUMMARY:

Reporting to the President / Chief Academic Officer, the Executive Assistant is responsible for providing executive administrative support and for the operational functions of the Office of the President / Chief Academic Officer.

The Executive Assistant works with highly sensitive and confidential information from internal and external sources and displays high standards of diplomacy and professionalism. The incumbent will be a self-confident, pro-active innovative thinker who demonstrates superior organization and time management skills, with the ability to handle a variety of competing responsibilities. The role is fast paced with multiple demands and requires a demonstrated regard for confidentiality. The role must interact seamlessly and with a professional demeanor across a diverse range of individuals. The Executive Assistant will be relied upon heavily to handle most communication, scheduling, administrative and operational needs. This position oversees all incoming communications and provides oversight for institutional receptionist functions. The incumbent is responsible for providing administrative support to the office of the President/CAO, including all correspondence, calendar maintenance, file and record maintenance, meeting scheduling and preparation, budget monitoring and maintenance, and travel plans as required.

The incumbent must be able to handle a variety of tasks simultaneously, establish priorities, work independently, use good judgement and be comfortable with decision-making. The incumbent must be able to work with frequent interruptions to workflow which may create changes in priorities.

RESPONSIBILITIES

A. Executive Assistant & Administrative Support

- Act as the main point of contact and liaison for the Office of the President with internal and external stakeholders/partners (such as Anishinaabe (FNMI) community partners), ministry officials and the public
- On behalf of the President, complete projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; adjusting plans, including but not limited to liaison with consultants, and Senior leadership and staff
- Continuous monitoring and follow up with direct reports to ensure weekly meeting efficiency
- Use critical thinking to strategically manage office operations, administrative duties, and the electronic calendar; prioritizing meeting requests (internal and external stakeholders and partners) and communicating with others to facilitate and prioritize meeting times
- Keep accurate, up to date and organized electronic files to ensure accessibility by the President as established, for internal and external meetings, appointments, projects, workshops, conferences, etc.
- As per SKG policy and procedure, submit finance related documents as needed; review and

verify all internal financial requests, invoices, purchase orders for various departments received by the President's Office for authorization

- Clear, effective, ongoing communication with the President throughout course of the day and week, utilizing various technologies and face-to-face
- In consultation with the President, develop and implement effective systems/procedures for the administration of the office
- Ensure a high degree of confidentiality, demonstrate discretion, professionalism and good judgment in dealing with sensitive matters, share pertinent knowledge to proactively address circumstances, and notify and brief President in a timely fashion on potential problems or issues that arise
- Appropriately record and submit the President's Office absence tracking
- Monitor office budget and reconcile credit card statements against monthly receipts/expenses
- Attend and organize various types of meetings (i.e. committees) as directed
 - Scheduling, coordinating invitations, room bookings, meals, agendas, minute taking, AV equipment, honorariums, mailings, etc.
- Type correspondence, reports, briefs, budget, etc. and maintain files
- Collect required information for funding proposals such as historical data
- Ensure compliance with respect to the expenses charged to funded projects
- Update the President's Reports for the Board and public
- Travel coordination & reconciliation as assigned
- Set up organized team drives for departments and keep them up-to-date and current using project management tools effectively for collaboration

B. External / Community Relations

- Be a lead local contact for external agencies, current and/or potential partners, and community organizations to promote Shingwauk Kinoomage Gamig to encourage business development, enrolment growth, and partnership
- Collaborate with senior leaders to advance strategic priorities from the Office of the President

C. Academic Initiatives Support

- Provide administrative support and coordination for academic initiatives including proposal development, implementation/coordination of program development, delivery and assessment
- Provide administrative support related to the collection, analysis and distribution of high-level data required for various reporting, liaising with various internal / external stakeholders
- File management and data repository
- Support the development of research office

D. Other Assigned Duties

- Takes personal responsibility to increase sensitivity, awareness, and implementation of Shingwauk Kinoomage Gamig's cultural teachings and organizational practices in both professional conduct and work-related deliverables.
- Access and utilize Elders and Knowledge holders for teachings and guidance as it relates to work deliverables.
- Be prepared to work in conjunction with the philosophy and mandate of the Institute.
- Adhere to the Policies and Procedures as set by the Institute.
- Always maintain professionalism.
- Adhere to the Code of Ethics and positive relationship building.
- Regular attendance and conduct at work as per the requirements of Shingwauk Kinoomage Gami's Policies and Procedures.
- Assist in policy development.

- Marketing initiatives

WORKING CONDITIONS

Physical Effort

- Sometimes required to lift or handle equipment or materials of moderate weight

Physical Environment

- Minimal exposure to unpleasant/disagreeable conditions

Sensory Attention

- Moderate need for detailed/precise work to be completed while accommodating regular interruptions

Mental Stress

- This position sometimes requires irregular hours of work, including weekends and evenings
- Ability to multitask and manage multiple projects at one time while meeting associated deadlines
- High demand for time management and ability to establish priorities

MINIMUM QUALIFICATIONS

- Post-secondary diploma, Business Administration, Human Resources with 3 years of experience, or equivalent education and work experience
- Minimum of 3 years of experience working in a related position
- Familiarity or direct experience in the education sector and/or knowledge and experience in post-secondary education sector is preferred
- Demonstrated knowledge of Anishnaabe (First Nation, Métis, Inuit) cultural protocols, knowledge, and history required
- Training in Indigenous histories and cultures would be considered an asset
- Excellent attention to detail, interpersonal, and communication skills (in-person/virtual)
- Ability to take initiative and work with limited supervision
- Competence and demonstrated a high degree of competence in Microsoft Office Suite
- Basic graphic design skills would be considered an asset (i.e. creating professional presentations, documents, invitations, etc.)
- Excellent research skills, organizational and computerized record-keeping skills
- Class G License required

START: Negotiable

Salary to commensurate with experience.

Please submit a resume and cover letter to Office of the President / Chief Academic Officer by Email to: president@shingwauku.org

This competition will remain open until filled.