



# ST. THOMAS MORE COLLEGE

## UNIVERSITY OF SASKATCHEWAN

### Executive Assistant to the Dean, Dean's Office

#### Permanent Full-time

**PRIMARY PURPOSE:** The Dean's office is responsible for the academic work of the College and its faculty and students. The Executive Assistant to the Dean assists the Dean in the College's academic programming. This position provides comprehensive, executive support to the office of the Dean with emphasis on ensuring the smooth functioning of the Dean's complex portfolio including organizing and coordinating meetings and providing organizational and administrative support to committees. As directed by the Dean, the position provides collective agreement information related to academic processes and completes and/or monitors project work requiring timely and efficient coordination of the Dean's calendar.

**NATURE OF WORK:** Reporting to the Dean, this position requires the management of multiple complex projects in a high-volume, fast-paced, high-pressure environment, with minimal supervision. The position is privy to and works with, sensitive and highly confidential information. A high level of confidence and judgment is required as this position often has full discretionary decision-making to determine appropriate procedures and next steps for strategies, initiatives, and projects. This position requires timely and effective follow-up on decisions with minimal direction as well as effective and accurate communication of specialized and complex information to others. The position is responsible to ensure that committee responsibilities and project work under the direction of the Dean are completed accurately and in a timely basis. The Executive Assistant ensures that the Dean and other senior administrators have access to necessary, accurate, and timely information. The work requires a proactive approach requiring the ability to work and communicate effectively and cooperatively with College leadership, union representatives, University personnel, faculty, and staff. This position acts as a resource to others and maintains effective professional relationships that support collaboration and problem-solving. The Executive Assistant's duties include, in some situations, acting on behalf of the Dean in administrative matters to ensure the goals and objectives of the College are met. The incumbent is required, on occasion, to attend meetings after regular business hours. This position requires an understanding of the Catholic mission of the College to align work priorities that contribute to the 2020-2025 College Plan.

#### RESPONSIBILITIES:

##### 1. Daily Office Administration and Management

- Provides ongoing support to the Dean in his/her role
- Collects and organizes appropriate materials for meetings in preparation for the Dean's review in a timely fashion
- On the Dean's behalf, provides clear and accurate responses (verbal and in writing) to routine correspondence, telephone, or ad hoc in-person inquiries from internal and external parties
- Drafts and coordinates clear and concise correspondence for the Dean's signature
- Assists in the coordination of reports from the Dean's Office including compiling and providing appropriate information as required
- Maintains an efficient filing and "bring forward" system in the Dean's Office
- Obtains and provides timely and accurate collegial process information to the Dean, Department Heads, and faculty as outlined in relevant documents such as faculty policies, the Collective Agreement, and the Faculty Guide (e.g., search procedures, areas of teaching qualification, seniority, renewal of probation, tenure, promotion, sabbaticals, etc.)
- Manages and communicates important deadlines in the Dean's Office
- Brings forward process matters for review and discussion and keeps track of items for future resolution

- Triages email and efficiently coordinates the Dean's calendar
- Ensures the timely and judicious articulation of those issues about which the Dean needs to be aware

## **2. Planning and Organizing**

- Prepares clear, accurate, and timely agendas, meeting minutes, and relevant documents and arranges logistics for committees chaired by the Dean (e.g., Executive of Council, Faculty Council, Academic Planning Committee, Tenure, and Promotions Committee, Appointments Committee, Bylaws Committee, Coordinating Committee, etc.)
- Ensures effective administrative support by tracking agenda items, ensuring materials are prepared by deadlines, ensuring minutes and reports are produced accurately and on time for distribution for meetings and follows up to ensure decisions and actions are taken
- Develops or maintains administrative procedures for annually recurring activities
- Reviews process and procedures annually and makes recommendations for improvements
- Coordinates the marking budget allocations
- Collects research outcomes forms and prepares the point allocation chart for determining faculty course release
- Prepares PowerPoint presentations and other materials as required and arranges logistics for the workshop for Department Heads and the Tenure and Promotion workshop
- Assists the Human Resources Manager with the Sessional Lecturer orientation

## **3. Records Management**

- Coordinates and collects materials related to the renewal of probation, applications for tenure or promotion, salary review materials, sabbatical applications, faculty yearly activities reports, etc.
- Maintains an accurate and up-to-date database with Sessional Lecturer information including areas of teaching qualification, courses taught, and seniority status
- Maintains an accurate and up-to-date database with tenured and tenure-stream information such as date of hire, courses taught, annual 3-credit units taught, rank and status, and history of teaching release
- Maintains an accurate and up-to-date database with term faculty information including date of hire, courses taught, and annual 3-credit units taught
- Maintains an accurate and up-to-date database of faculty NSID's

## **4. Tenure and Promotions**

- Keeps the Dean, Department Heads, and Committee Chairs advised of deadlines for procedures to ensure these are met
- Ensures documentation is complete for renewal of probation, tenure, promotion, and merit cases
- Provides logistical support for the Tenure and Promotion Committee
- Provides effective and confidential support to the Dean on Human Resource matters related to faculty and staff including recruitment, retention, and performance management

## **5. Faculty Hiring**

- Coordinates materials for the Appointments Committee
- Ensures that openings (sessional, term, and tenure-stream) are properly advertised (posted on STM and USask websites) in academic publications (tenure-stream often posted in *University Affairs* and *CAUT Bulletin*), in online publications, discipline-specific publications, or listservs
- Assists Department Heads with the search process for term and tenure-stream appointments (including booking travel, hotel accommodation, picking up and delivering candidates, setting up meetings, lunches, and dinners associated with each candidate)
- Corresponds with each candidate with respect to travel preferences, itineraries, etc.
- Sets up individual interviews for each candidate with the President, Director of Mission and Ministry, Dean, and the Search Committee
- Prepares a detailed itinerary for each candidate to be interviewed

- Advertises public presentations by the candidates to the STM community and the Corresponding University Department
6. **Other Support for Faculty Activities**
    - Assists planning of Dean's Office events (in-person and remote) such as the start of the year, end of year receptions as well as retirement events, effectively ensuring quality, timelines, and budget requirements are met
    - Updates and maintains the STM Faculty Guide (policy, procedure, and practice manual for faculty)
  7. Maintains and develops professional knowledge and skills on a continuing basis
  8. Other duties as required

### **Qualifications**

**Education:** An undergraduate degree in the liberal arts or business administration is preferred. A post-secondary diploma in business administration in combination with direct relevant experience may be considered.

**Experience:** A minimum of seven (7) years of progressively responsible experience providing administrative, communication, and project management support to senior administrative leadership preferably in a university environment. Experience related to strategic planning, research support, coordinating scholarly and collegial processes as well as financial processes, policies, and procedures are essential. Experience in a Catholic organization would be an asset.

### **Skills:**

Office administration skills, proficiency in the use of Microsoft Office applications and spreadsheet software, electronic calendaring systems, project management skills, writing proficiency, and experience with using meeting platforms (e.g., Microsoft Teams, Zoom, etc.) are requirements, as is familiarity with financial management documents and taking meeting minutes.

The incumbent must be highly motivated and self-directed and possess high standards of professional integrity and cultural awareness and sensitivity with the ability to maintain confidentiality and handle sensitive matters diplomatically and discreetly

Must possess effective written and oral communication skills and be able to communicate effectively in a variety of situations and with a diverse group of individuals

Must possess excellent organizational and analytical skills, and the ability to multitask effectively while paying close attention to detail and maintaining accuracy

Must be able to work effectively and discreetly in support of senior level administrators, and make discretionary decisions while always exercising tact and diplomacy, and discretion

Respecting inclusivity, the incumbent must have the ability to develop and maintain positive and professional working relationships with a wide variety of diverse individuals and possess the ability to work with various professions including senior administrators, staff, faculty, and external stakeholders

Must be able to work independently, collaboratively, or as part of a team with strong interpersonal and relationship skills

Must be able to think strategically and creatively and must effectively manage multiple projects with changing and sometimes conflicting priorities to meet deadlines

Must be willing to contribute to the Catholic mission of St. Thomas More College.

An inclusive community, located on Treaty Six Lands, Nehiyaw Territory, and the Homeland of the Metis at 1437 College Drive, St. Thomas More College is an equal opportunity employer, committed to Employment Equity. Members of Designated Groups (women, Indigenous people, people with disabilities, and visible minorities) are encouraged to self-identify on their applications.

We offer a competitive salary and a comprehensive benefits package.

To Apply: Interested applicants must email a résumé complete with cover letter and names and contact information for three references to: **deansoffice-ea-search@stmcollege.ca** by Thursday, December 9, 2021.

While we appreciate all interest in the position, only short-listed interview candidates will be contacted.

The St. Thomas More College and the University of Saskatchewan have implemented several health and safety requirements for faculty, staff, and students in consideration of the COVID-19 pandemic. As of January 4, 2022, being **fully vaccinated** against COVID-19 is a condition of employment, and proof of vaccination will be required. St. Thomas More College will consider accommodations requests for individuals in accordance with the requirements of *The Saskatchewan Human Rights Code, 2018*.

**[Learn more about what we are doing to keep our campus community safe.](#)**