



ST. THOMAS MORE COLLEGE

UNIVERSITY OF SASKATCHEWAN

Term Administrative Assistant to the Associate Dean

Reports to: Associate Dean

Status: 12-month term, with the possibility of renewal

Full Time Equivalent: 0.5fte

Salary Range: \$58,939 - \$83,586 (*prorated to full-time equivalent*)

Positions Available: 1

St. Thomas More College (STM) is the Catholic liberal arts college federated with the University of Saskatchewan (USask) and located on the USask campus in beautiful Saskatoon. Through its federation with USask, STM offers over 220 Arts and Science credit courses to USask students. In our mission statement, we affirm that “through our teaching we are devoted to a partnership of learning and growth with our students which addresses the synthesis of faith and reason in all aspects of the human condition. The creative discovery of truth and its open dissemination nourishes our life as teachers and members of the wider academic and Catholic intellectual community.”

Nature of Work:

Reporting to the Associate Dean, the incumbent of this position is highly organized and reliable and is responsible to support daily operations and ensure the smooth functioning of the Office of the Associate Dean. The incumbent will have strong communication skills, attention to detail, and the ability to manage multiple tasks efficiently. This role involves providing administrative support to the Associate Dean, managing schedules, handling correspondence, and assisting with various office-related tasks.

Key Responsibilities:

- Manages the Associate Dean’s calendar, including scheduling meetings, appointments, and travel arrangements.
- Serves as the primary point of contact between the Associate Dean and students, faculty, staff, and other STM stakeholders.
- Drafts, proofreads, and edits correspondence, presentations, meeting agendas, and reports.
- Coordinates and prepares materials for meetings, and takes and distributes meeting minutes, as required.
- Tracks deadlines, commitments, and follows up on tasks to ensure timely completion of priorities.
- Stores faculty course outlines in the electronic document file.
- Assists with the development and monitoring of departmental budgets, expense reports, and procurement requests.

- Supports academic and strategic initiatives led by the Associate Dean.
- Handles inquiries and resolves issues on behalf of the Associate Dean with professionalism and discretion.
- Other administrative duties and projects, as assigned by the Associate Dean.

Qualifications

- Bachelor's degree or equivalent combination of education and experience is required.
- Minimum 3 years of experience in an administrative or executive assistant role is required.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), Zoom, MS Teams, and other office technologies is required.
- Strong written and verbal communication skills is required.
- Excellent organizational and time-management abilities is required.
- Ability to manage multiple priorities with a high degree of accuracy and confidentiality.
- Prior experience in a higher education or academic environment is preferred.
- Experience supporting senior academic leadership is preferred.

Work Environment and Conditions:

- Standard office environment (in-person);
- Ability to work independently, and as part of a team in a fast-paced work environment.

APPLICATION:

Interested candidates should email their resumé to the attention of the Associate Director of Human Resources at humanresources@stmcollege.ca. Review of applications will begin on July 21, 2025 and continue until the position is filled.

In accordance with Canadian immigration requirements, this advertisement is directed in the first instance to Canadian citizens and permanent residents. St. Thomas More College (STM) is committed to diversity within its faculty and staff complement. Underrepresented groups include those identified in the federal Employment Equity Act - women, visible minorities, Indigenous peoples, and persons with disabilities - including, but not limited to, LGBTQI2+ people, and members of other designated groups are encouraged to self-identify on their application. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Additional information about STM and the University of Saskatchewan is available at <https://stmcollege.ca/>. **Only those invited for an interview will be contacted.**