



ST. THOMAS MORE COLLEGE

UNIVERSITY OF SASKATCHEWAN

Executive Assistant to the Dean, Dean's Office

Department: Dean's Office

Status: Permanent

Full Time Equivalent: 1FTE

Salary Range: \$64,297 - \$96,445 (Level 7)

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."

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 on-going 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.

- Assists in the coordination of reports from the Dean's Office including compiling and providing appropriate information as required.
- 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.)
- Triage 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.
- Coordinates the marking budget allocations.
- Collects research outcomes forms and prepares the point allocation chart for determining faculty course release.

3. Records Management

- Coordinates and collects materials related to 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 of faculty personnel information.

4. Tenure and Promotions

- Keeps the Dean, Department Heads, and Committee Chairs advised of deadlines for procedures.
- 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 open positions (sessional, term, and tenure stream) are properly advertised
- 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).
- Coordinates interviews and materials.

6. Other Support for Faculty Activities

- Assists planning of Dean's Office events
- 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.

We offer a competitive salary and a comprehensive benefits package. Starting salary will be commensurate with education, training, and experience.

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 May 23, 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.**