



Administrative Assistant, Office of the President

[York University](#) is now Canada's third largest university, world-renowned for attracting students who forge their own unique paths. York University is a dynamic, interdisciplinary academic community of researchers, teachers, graduate and undergraduate students from over 155 countries. York offers full and part-time graduate and undergraduate degree programs to over 50,000 students in 10 faculties.

[The Office of the President](#) is currently seeking an Administrative Assistant for this excellent full-time, permanent opportunity. The Administrative Assistant will provide support to the Chief of Staff (CS) and research support to the Communications portfolio according to the objectives of the President's mandate. The incumbent is responsible for providing executive-level administrative support and assistance on project coordination to the CS. Key responsibilities include: the coordination of the CS schedule; preparation and/or coordination of correspondence, reports and materials, including background research on same; preparation of briefing notes; management of mailing lists; maintenance of paper and electronic files; and responsibility for processing confidential or sensitive information. Flexibility is required on a daily basis. Dress code appropriate to a Senior Administrative Office is in effect.

Knowledge / Skills:

- ✓ Knowledge of the organization and workings of the University at a departmental and constituency level; knowledge of university policies and practices.
- ✓ Knowledge of French an asset.
- ✓ Proven ability to work calmly and effectively under pressure of high volume of work and constantly changing priorities.
- ✓ Ability to work simultaneously on projects and the ability to work cooperatively as part of a small team, as well as independently.
- ✓ Establish and maintain good working relationships with all parts of the University, government and corporate offices at a senior level.
- ✓ Proficiency in using computerized scheduling software, (e.g., Lotus Notes), Advanced knowledge of Word, Excel, Access and PowerPoint.
- ✓ Demonstrated excellent oral and written (grammar, composition, and punctuation) communications skills coupled with strong interpersonal skills: pleasant and professional telephone manner; ability to deal courteously and effectively with people; demonstrate initiative and flexibility.
- ✓ Demonstrated excellent organizational skills, the ability to exercise good judgment and initiative in providing advice and appropriately directing/resolving problems.
- ✓ Ability to maintain confidentiality and handle highly sensitive issues with diplomacy and tact; highly developed political sensitivity; knowledge of protocol and social etiquette.

Education:

University degree or equivalent.

Experience:

3 years' related experience in a university or government environment (e.g., secretarial, administrative, financial/budgetary, etc.)

Posting Number: CPM-6956

Position Title: Administrative Assistant

Department: Office of the President

Affiliation: CPM

Salary Grade: B

Hiring Salary Range: \$44,358 - \$46,902

Maximum of Salary Range: \$51,393

Duration: Continuing Full-Time

Hours: 9:00 a.m. - 5:00 p.m.

Location: York University, Keele Campus, 4700 Keele Street, Toronto, ON M3J 1P3

We offer comprehensive benefits and access to superb educational and recreational facilities. To apply to this exciting opportunity or for full position details, qualifications and application procedure procedures go to www.yorku.ca/jobs. To explore all that York has to offer and to find out why U should work at York please click [here](#).

We thank all applicants, however, only those selected for an interview will be contacted. York University is committed to Employment Equity and encourages applications from all qualified candidates.