



**Executive Assistant to the Deans  
College of Arts, Social and Health Sciences  
College of Science and Management  
(Regular, Full-time)**

Located in the spectacular landscape of Northern British Columbia, the University of Northern British Columbia (UNBC) is Canada's Green University™; it is Canada's premier, small, research-intensive university, with internationally recognized academic and research programs that prepare graduates in select areas of relevance to its region, the province and beyond. The University has garnered significant recognition for its success, including being ranked second in the annual Maclean's Magazine survey, recognized for innovative teaching, the Sustainable University Award, as well as for being one of Canada's Top Green Employers.

UNBC's core campus is located in Prince George with regional campuses throughout northern BC. The city of Prince George is located in central British Columbia and offers an exceptional blend of cultural, recreational, and educational opportunities. For more information on the city of Prince George and surrounding areas, please visit [www.unbc.ca/experience](http://www.unbc.ca/experience) and <http://www.initiativespg.com>.

**Purpose:**

Reporting to the Dean of the College of Arts, Social and Health Sciences (CASHS) and to the Dean of the College of Science and Management (CSAM), the Executive Assistant's duties will include a wide range of executive support in highly confidential and sensitive matters.

**Responsibilities:**

These range from coordination of information flow, ensuring accurate and timely delivery of senior administrative services, providing support to internal committees, and briefing the Deans on relevant and current issues. The Executive Assistant coordinates the daily operations of confidential business relating to the Colleges, including developing and implementing processes that improve office functionality, efficiency and professionalism.

General responsibilities include:

- providing professional responses and advice, addressing inquiries from the public, students, faculty and staff. In addition to a thorough and current understanding of the portfolios, the Executive Assistant will be expected to demonstrate a level of institutional awareness, ensuring organizational and Faculty Association Agreement knowledge is current;
- assisting in communications and representing the Deans' Office by liaising with UNBC Departments and Executive Offices;
- preparation of documentation and correspondence, memoranda and reports,
- coordination of schedules/calendaring and travel arrangements;
- preparation for meetings including information packages, minutes and follow upon actions;
- maintaining records and contact information for key external constituencies;
- tracking and monitoring budgets, maintaining financial records, producing reports;
- coordinating special functions and projects, often involving external agencies;
- providing guidance, orientation and training to others, with possible participation in recruitment, functional supervision, scheduling and review of other support staff.

Specific duties include but are not limited to:

- coordinating and administering personnel matters involving the Colleges, including:
  - hiring of Faculty, Student Assistants and Teaching Assistants;
  - Promotion and Tenure process, Evaluation Reports, Memoranda of Evaluation together with the College Evaluation Process for Faculty Members;
  - External Program Reviews on behalf of the Colleges, including liaising with and logistics planning with external reviewers;
- coverage for the Executive Assistants to either Dean as requested.

### **Qualifications:**

The successful candidate will possess a one-year certificate/diploma in office or business administration together with five to seven years of progressively responsible experience at a senior administrative level preferably in an academic environment. An equivalent combination of education and experience will be considered.

Knowledge and understanding of University administrative structures, policies and procedures is a significant asset. A solid background in office procedures and practices is necessary, along with a high level of proficiency with the MS Office suite.

Excellent time management and organizational skills are necessary, with the ability to plan, prioritize under pressure and self-direct with a high degree of accuracy. It is important to work independently and demonstrate initiative; excellent written and oral communications skills are critical. There must be a demonstrated ability to work effectively with faculty, staff, students and the public with exceptional interpersonal skills and professionalism, with the capability to work well in a rapidly changing team environment. The incumbent must demonstrate a high level of tact, working with confidential information with discretion and sensitivity. The position requires the ability to exercise initiative, judgment and problem solving skills, making decisions within scope based on solid analysis and interpretation.

### **Salary:**

This position has been classified at Grade 7. The annual salary range for this position is \$48,284.60 – \$49,777.00 and the normal starting salary will be \$48,284.60.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities. For more details please see [http://www.unbc.ca/faculty\\_staff/index.html](http://www.unbc.ca/faculty_staff/index.html).

Normal hours of work will be 8:30 am – 4:30 pm Monday through Friday.

### **To Apply:**

Please forward your resume and proof of education quoting competition #13-120CU to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.*

*We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

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**Applications will be accepted until 4:30pm Monday, September 9, 2013**

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