

Executive Assistant to the President & Secretary to the Board of Governors

Quest University Canada seeks a full time Executive Assistant to the President & Secretary to the Board of Governors to provide a broad range of administrative and organizational support to the President, Executive Team and the Board of Governors. The successful candidate will report to the President and may work closely with Quest Executives, students, faculty, and other staff to coordinate various administrative requirements as needed.

ESSENTIAL FUNCTIONS:

- Manage the President's calendar.
- Prepares, manages and tracks the Budget of the Office of the President
- Keeps up to date the web pages related to the President's Office and the Board of Governors
- Monitor the email of the "Office of the President".
- Receive phone and other communications to the President.
- Welcome and host guests to the President's Office and Executive Suite
- Arrange agendas for guests visiting campus, including coordinating meetings with members of the Quest community, and beyond.
- Collect and maintain a contact list and keeping current the President's contact list.
- Respond to correspondence on behalf of the President's office.
- Communicate with external offices and agencies on behalf of the President's office.
- Schedule meetings and meeting locations on and off campus.
- Report changes in Board membership and administration to the Ministry of Advanced Education.
- Conduct note-taking at internal meetings as required.
- Provide administrative support to the Board of Governors and committees of the Board including taking and preparing meeting minutes and maintaining minute books.
- Maintain the Office 365 Board portal.
- Plan and execute travel arrangements for the President, and in-coming guests.
- Plan and execute catering requirements for the President's office and the Board.
- Update subscriptions and contact lists and memberships including the AGB and Chronicle.
- Coordinate social needs with human resources including births, condolences, retirement, and social gatherings.
- Manage seasonal mailings from the President's Office (e.g. Christmas, year-end greetings)
- Reconcile the Visa statements for the President's office.
- Prepare and submit expense reimbursements for the President, Board members, and others as required.
- Liaise between the admissions office and the Chancellor, including diplomas.
- Maintain a VIP guest list.
- Conduct special event organizing related to the President's office.
- Coordinate file management ensuring an efficient digital and hard copy filing system.
- Draft letters for the President and Board Chair, as needed.
- Create forms and templates for general office use.
- Format documents including letters and spreadsheets.
- Proof-read documents as required.

- Produce copied and printed materials as required.
- Order, organize, and maintain office supplies and equipment related the President's office.
- Other duties as required.

QUALIFICATIONS:

- A bachelor's degree in Business Administration or other related field.
- A minimum of five years of administrative experience, preferably within a post-secondary educational environment, including experience working with non-profit organizations, Boards and committees.
- Clear, precise and effective oral and written communication skills.
- Excellent interpersonal and organizational skills.
- Ability to exercise discretion, use independent judgment, and maintain confidentiality.
- Ability to edit and proof documents.
- Excellent working knowledge of Microsoft office suite including word processing, spreadsheets, file management and databases.
- Demonstrated ability to create and maintain relationships with internal/external stakeholders.
- Excellent time management skills and demonstrated ability to meet deadlines in an organized manner.

Quest is an independent, not-for-profit liberal arts and sciences university that opened in 2007. Our campus is situated amidst the Coast Mountains in Squamish, midway between Vancouver and Whistler. Built to prepare students for the challenges of the 21st century, Quest's innovative academic program, highly engaged student population, and outstanding faculty are gaining world-wide recognition. Quest offers a competitive salary and a dynamic workplace. For more information about Quest, visit us online at www.questu.ca.

Note: Due to the Covid-19 pandemic, the successful candidate will be expected to work remotely until Quest deems it safe for employees and students to return to campus. It is also expected that the successful candidate will support the work of the Manager of Human Resources and the VP, Finance & Operations with various duties, over the next few months.

To Apply: Email a cover letter and your resume in pdf format to human.resources@questu.ca

Closing date: November 20, 2020

Start date: December 7, 2020

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Quest University Canada respects and encourages diversity. While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.