

Position Job Title: Executive Assistant & Secretary to the Board

Location: Squamish, BC

Reports To: President

About Quest University

Quest University Canada acknowledges that it sits on the traditional, ancestral, and unceded territory of the Skwxwú7mesh (Squamish) peoples. We are grateful to have the opportunity to work, learn, and live in this blessed territory.

Quest University is Canada's first independent, not-for-profit, secular liberal arts and science university, devoted entirely to excellence in undergraduate education. 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.

Quest University Canada is accredited by the Degree Quality Assessment Board of the province of British Columbia and is a member of the Education Quality Assurance.

About the Role

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 will work closely with the Board Chairs and Board Members along with Quest Executives, students, faculty, and other staff to coordinate various administrative requirements as needed.

Position Requirements

- Manage the President's calendar.
- Prepares, manages and tracks the Budget of the Office of the President.
- Conduct minute-taking at internal meetings as required.
- 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.
- Communicate with external offices and agencies on behalf of the President's office.
- Provide administrative support to the Board of Governors and committees of the Board including taking and preparing meeting minutes and maintaining minute books.

- 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.
- Reconcile the Visa statements for the President's office.
- Prepare and submit expense reimbursements for the President, Board members, and others as required.
- 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.
- 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.

To Apply

Candidates are asked to submit the following documents in PDF format.

- A full curriculum vitae detailing qualifications and relevant achievements.
- A covering letter describing briefly how candidates meet the criteria in the 'Qualifications' section of the job profile, why the appointment is of interest, and what they believe they can bring to the role.
- Names of references and evidence of credentials will only be requested at the end of the recruitment process.

Contact Email: Human.Resources@questu.ca

Closing Date: October 14, 2021, or until a suitable candidate is found.

Start Date: As soon as possible.

Quest University is committed to equity and diversity in its community and welcomes applications from women, racialized persons/persons of colour, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply. However, Canadian citizens and permanent residents will be given priority. Application materials, including letters of reference, will be handled in accordance with the "Freedom of Information and Protection of Privacy Act" (British Columbia).

While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.