

**Nipissing University**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Executive Assistant to the President
<b>DEPARTMENT:</b>	Office of the President
<b>SALARY LEVEL:</b>	Three (3)
<b>EMPLOYMENT DEFINITION (STATUS):</b>	Full-time Administration
<b>SUPERVISOR:</b>	University Secretary/Access & Privacy Officer

**SUMMARY OF FUNCTIONS:**

Reporting to the University Secretary/Access & Privacy Officer, the Executive Assistant to the President is the first point of contact for the office. The Executive Assistant to the President provides confidential administrative support services pertaining to all operations of the President's Office. The primary responsibility of the Executive Assistant is to support the President & Vice-Chancellor. They will also assist the University Secretary/Access & Privacy Officer and provide support to the University Chancellor.

**DUTIES & RESPONSIBILITIES:**

**Administrative Support to the President**

**(60%)**

- Assist the President in coordinating daily priorities; prioritize requests for meetings and establish appropriate times and duration
- Coordinate and compile appropriate background information on issues, individuals, events, projects, etc. that impact the President's Office and the University
- Compile, submit and file the President's expenses as per University and governmental policy and regulations
- Coordinate with the Office of External Relations to ensure scheduling and availability of the President for external relations & advancement activities
- Communicate with and support the Chancellor's attendance at events by providing event information, speaking notes, etc.
- Schedule and assist in the organizing of all partner and community-based meetings for the President. Schedule appointments and meetings with the President's direct reports and maintain the President's calendar
- Strategize relationships in the community and support the activities of the President to build the University's profile in the community
- Lead work teams and volunteers in the planning of special events and activities hosted by the President's Office
- Address student, faculty, staff and external requests to meet with the President
- Screen the President's telephone calls
- Manage the president and chancellor email accounts and flag important messaging for the attention of the President and/or other executive administrators
- Organize, plan for, secure reports, prepare agendas and attend regular meetings of the University's Executive Groups. Request information from members, amalgamate reports from each area for the meetings, take notes, and track issues to bring forward or revisit, and follow up on action items
- Act as recording secretary to ad hoc committees as requested by the President, preparing information for the meetings, taking minutes, and distributing them

- Manage daily 'bring-forward' system for the President; ensure President is aware of upcoming events or discussions where prior background review is required
- Coordinate travel arrangements, ensuring needed materials and background information are provided in a timely way and are electronically accessible
- In President's absence, keep in contact via email/texting/telephone for guidance, and where that is not possible, refer urgent matters to the President's designate (usually one of the Vice-Presidents)
- Maintain up-to-date knowledge of all aspects of the University and its current objectives
- Draft speeches or talking points for the President with regard to media events, public speaking, welcoming events, events on campus, etc.
- Draft and edit PowerPoint and Word-based presentations
- Draft various announcements, news releases and memos to the Nipissing University community
- Support the Executive Assistant, External Relationships & Strategic Initiatives, as required

### **Convocation**

**(20%)**

- Oversee all logistics for annual convocation ceremonies (convocation planning project commences in January and is executed in June)
- Create and maintain plans, templates, timelines and budgets for approval, to support the goals and successful execution of convocation
- Identify all requirements (e.g. catering, AV, physical set-up, space bookings, parking, signage, décor, etc.)
- Monitor convocation budget lines and make recommendations for adjustments when required.
- Develop a professional and creative event design (physical setting, theme, décor, etc.)
- Engage/collaborate with other departments and source/secure external vendors where necessary
- Provide regular progress updates to individuals and departments involved
- Recruit, coordinate and supervise employee and volunteer support
- Lead additional convocation ceremonies throughout the academic year for off-campus programs.
- Organize, plan for, secure reports, prepare agendas and attend regular meetings of the Honorary Degrees Sub Committee. Request information from members, distribute confidential packages, take notes, and create an annual report, as required
- Manage the convocation email account

### **Board of Governors**

**(10%)**

- Assist the University Secretary with Board responsibilities (e.g. compile information packages, make travel/accommodation arrangements for Board members, arrange hospitality for Board meetings, assist with event planning, etc.).
- Act as recording secretary for bi-monthly Board meetings (open and closed sessions), all committees of the Board, and any other ad-hoc Board committee as requested by the President or the University Secretary
- Act as administrative support and recording secretary for the Joint Committee of the Board and Senate on Governance
- Ensure the Board of Governors web site is maintained and up to date

### **General Office Support**

**(10%)**

- Act as the front-line representative for the Office of the President by answering telephones, responding to general inquiries and directing people to appropriate areas or personnel
- Process incoming and outgoing mail
- Arrange all logistics (including space, a/v requirements, refreshments, special requests, etc.) associated with meetings initiated by the President's Office
- Maintain filing systems, physical and electronic, ensuring timely filing of materials and the security of confidential files

- Manage use of President's Board Room (F303), ensuring the Board of Governors and the President's Office are given first priority
- Review the budget for the President's Office and communicate regularly on budget status regarding the Office and all areas that report directly to the President
- Type/edit/proofread reports, letters or memos from typed, handwritten notes or verbal direction.
- Update the web site for the Office of the President on an as-needed basis
- Ensure smooth operation of the President's Office computers, printers, etc. to ensure continuity of function
- Review and verify all financial invoices and requests for special financial support for various department initiatives received by the President's Office
- Provide editorial review of University publications and other marketing items that require the President's approval
- Maintain up-to-date knowledge of tasks being carried out by the University Secretary and keep them informed of relevant issues and pertinent changes in the President's priorities and calendar
- Represent the President's Office on the President's Art and Culture Advisory Committee

***Any other duties as assigned.***

#### **QUALIFICATIONS:**

**Education:** Undergraduate degree in business or administrative studies

*Training and/or experience may be substituted for formal academic training at the discretion of the University.*

#### **Training, Experience, Knowledge & Skills Required:**

- Three to five years' related administrative experience preferably in a post-secondary, private sector or government setting
- Demonstrated experience with budget review and monitoring
- Knowledge of, and experience with, computer applications (e.g., Windows, MS Office [Word, Excel, PowerPoint, Sharepoint], Datatel, Infosilem, E-mail, Internet and Intranet)
- Experience in the use and upkeep/troubleshooting of various types/makes of office equipment, including photocopiers, computer printers and telephone systems
- Ability to protect the confidentiality of verbal and written communication, files, and other records
- Excellent interpersonal and organizational skills
- Superior oral and written communication skills
- Adaptability in responding to continuously changing priorities and urgent requests
- Ability to deal with sensitive issues that may be political, social or personal in nature, and to maintain strict confidence
- Ability to work independently with minimal supervision, and the capacity to work quickly and efficiently
- Ability to exercise sound judgment, initiative and diplomacy
- Ability to draft correspondence, speeches and presentations (including use of PowerPoint)
- Ability to carry out tasks in a confidential and discreet manner
- Ability to judge and assess situations and respond in an appropriate manner
- Knowledge of University policies and procedures
- Excellent time management and prioritization skills
- Knowledge of budgets and budget planning (including use of Datatel)
- Excellent keyboarding and word-processing skills; skills in taking minutes; proofreading and editorial skills

**RELATIONSHIPS/CONTACTS:**

**Supervised by:** University Secretary/Access & Privacy Officer

**Internal Contacts:** Staff, faculty, students

**External Contacts:**

- Mayor’s office, MPP, MP
- Office of the President at Canadore College and Canadore College Staff
- Board Chair and other Board members
- various community stakeholders/partners, special interest groups, campaign co-chairs, current or potential donors, proposed or current Honorary Degree recipients, search firm personnel
- Catering (Sodexo Management and Staff)

**MATERIALS/EQUIPMENT UTILIZED:**

- General Office Equipment
- Microsoft Office, Microsoft Teams
- Confidential Files

**PHYSICAL / MENTAL DEMANDS & WORKING CONDITIONS:**

- High degree of mental and visual attentiveness
- Sitting, standing and walking
- Separate work station in open-concept office
- Noise and frequent interruptions
- Frequent need for availability outside of regular working hours
- Occasional overnight travel

**I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.**

\_\_\_\_\_  
Employee Name (Please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**Approvals**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date