Executive Assistant and University Secretary (Full Time)

ABOUT ST. MARY’S UNIVERSITY:
St. Mary’s University is a dynamic and innovative teaching and research university located on a beautiful historic site. We provide affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. Founded in the Catholic Intellectual Tradition, and as the only independent Catholic university in Canada, St. Mary’s University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary’s became a proud member of Universities Canada in 2022, and has over 1000 full- and part-time students, approximately 200 full- and part-time faculty and staff, and an average class size of 25.

Located in Mohkínstsis (Calgary) on the ancestral territory of the Blackfoot Confederacy (Siksika, Kainai, and, Piikani First Nations), the Tsuut’ina and Îyârhe Nakoda Nations, as well as the Metis Nation, Region 3, St. Mary’s is focused on developing the whole person: mind, body and spirit.

Consistent with our Catholic values, St. Mary’s University is committed to fostering an institutional culture that values, supports, and promotes equity, human rights, respect, and accountability within our community. St. Mary’s is a university where all are welcome and inclusive excellence is important. We are committed to removing barriers for those who have been historically underrepresented or discouraged in our society.

WHAT WE ARE LOOKING FOR:
This position serves as the face of the Office of the President at St. Mary’s University, ensuring smooth and professional day-to-day operations of the President’s Office and managing projects delegated by the president. Critical duties include but are not limited to serving as the University Secretary to the Board of Governors, research, managing most correspondence on behalf of the President’s office, proposal writing, report writing, presentation preparation, and more.

This role requires an individual who naturally builds relationships and trust. This professional is an excellent communicator, tech-savvy, calm under pressure, and can manage multiple competing priorities. They bring ideas, enthusiasm, and the spirit of St. Mary’s to the campus every day, contributing to a culture of joy, hard work, and excellence.

WHAT WILL YOU DO:

• Handles correspondence and related documents of the President’s office.
• Represents the President’s office with staff, faculty and students, donors, the Board of Governors, the Chancellor, the Roman Catholic Diocese of Calgary, the Minister of Advanced Education’s office, volunteers, etc.
• Researches, composes, edits, and prepares correspondence, reports, policies, presentations, and proposals produced by the President’s office and the Board of Governors.
• Assists the President’s office with governmental relations strategies and meetings.
• Manages projects assigned by the President from start to finish.
• Attends and keeps official records of all Board of Governors, Board Executive, Board standing and ad hoc committee meetings, as well as Academic Council meetings.
• Develops agendas, records minutes and manages action items and follow-up from meetings chaired and/or attended by the President.
• Assists and advises the President on all activities assigned by the President that are necessary to support the mission of the University.
• Organizes, manages, and maintains excellent records to serve the university’s long-term interests.
• Other duties as assigned.

QUALIFICATIONS & ATTRIBUTES:

• An undergraduate degree or equivalent is required.
• Superior public relations, written and oral communication skills, including utilizing infographics and creating dynamic presentations.
• Firm dedication to the mission of St. Mary’s university and an ability to articulate that mission with key constituencies.
• Excellent understanding of St. Mary’s mission and vision, and an ability to take projects from concept to excellent product with minimal guidance.
• In-depth knowledge of, and ability to interpret and draft official University materials such as bylaws, policies and procedures, etc.
• 10 years of progressively responsible senior administrative experience is required, with post-secondary experience a definite asset.
• Proven abilities to work independently, effectively manage calendars, coordinate schedules, balance complex priorities, deadlines, and other assignments while exercising good judgment, discretion, confidentiality, and professionalism are required.
• The ability to take and transcribe accurate minutes of complex meetings, ability to compose routine and non-routine correspondence, memoranda and reports, and advanced Microsoft Office software skills are required.
• Strong interpersonal skills and the ability to deal sensitively and effectively with a wide range of individuals and the ability to maintain a positive presence in the day-to-day operations of a very busy office are essential.
• Ability to promote, or at least respect, the institution’s Catholic mission and identity
• Ability to promote equity, diversity, and inclusion, as well as Truth and Reconciliation.

WHAT YOU CAN EXPECT:

As a part of the St. Mary's University family, eligible employees receive a competitive compensation package and comprehensive total rewards program that includes, but not limited to, a group benefits package, health spending account, RRSP matching, generous time off, and tuition remission. Compensation will be commensurate with qualifications and experience.

APPLICATIONS:

All applicants must submit a cover letter articulating why they are interested in contribution to St. Mary’s mission, resume, and a professional writing sample (up to a maximum of 4 pages), along with salary expectations directly via email to careers@stmu.ca in word or pdf format, with the Subject Line of: “Executive Assistant to the President & University Secretary” by end of day on Monday, October 30th. We are unable to accept applications and dossiers through third party platforms.

St. Mary’s University is an equal opportunity institution committed to an inclusive, barrier-free recruitment and selection process and work environment. We hire on the basis of merit and are passionate about building and sustaining an equitable and inclusive work environment for students, staff and faculty.
where diversity in all areas is celebrated and valued. Support services and accommodations are available if required to ensure an equitable, and inclusive working environment. To ensure a fair and equitable assessment, questions regarding equity, diversity, inclusion, and accessibility can be sent to the Equity, Diversity, and Inclusion (EDI) Committee (EDI@stmu.ca) and requests for accommodations at any stage of the recruitment process can be sent to Human Resources (careers@stmu.ca). Any information received relating to accommodation will be addressed confidentially. We encourage all qualified individuals to apply. Priority will be given to Canadians and permanent residents of Canada.

We thank all applicants for their interest, however only those applicants being interviewed will be contacted. No phone calls please.

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