

Administrative Assistant to the Dean of Arts & Sciences (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:

We are seeking an Administrative Assistant who is inspired by our mission, demonstrates a high level of motivation, is willing to accept new challenges, and has the ability to balance diverse workloads to meet deadlines despite pressure and periodic interruptions. This integral role supports the Dean of Arts and Sciences by providing administrative services essential to the effective day-to-day operations of the Dean's office. Critical duties include, but are not limited to, records management; coordination of contracts; scheduling and preparing required information for meetings; supporting internal relationships, including faculty, staff, and students; and other duties as requested, including administrative support for various committees and working groups as requested by the Dean.

This role requires an individual who is tech-savvy, possesses a "can do" and positive attitude, and has superior communication abilities and outstanding relationship building skills.

WHAT WILL YOU DO:

- Manage all information for the Dean's office, including organizing, digitizing, filing and securing records
- Develop and post schedules, invitations, documents, agendas, and minutes of meetings Chaired and/or attended by the Dean
- Research, compose, and proof reports and proposals, including but not limited to cyclical reviews and promotion & tenure applications
- Prioritizes accuracy and timeliness

- Prepare and execute social gatherings hosted by the Dean
- Manage the Dean's calendar and book meeting spaces
- Supports Area Chairs and Program Coordinators
- Work closely with Payroll and Human Resources on items relating to talent acquisition, employee action requests, as well as onboarding and offboarding
- Coordinate the processing of expense statements, prepare check requisitions and provide support with budget management
- Provides coverage to the Executive Assistant to the VPA during peak times and absences
- Quickly build relationships and liaise with staff, faculty and students, regarding academic matters, as well as inform the Dean if action items are pending
- Other duties as required and assigned by the Dean

QUALIFICATIONS & ATTRIBUTES:

- 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
- An undergraduate degree, a diploma or certification in an applicable discipline or equivalent
- 3 years of progressively responsible administrative experience, with post-secondary experience
- Excellent interpersonal and communication skills (both written and oral)
- Superior administrative and organizational skills and attention to detail
- Great work ethic and professionalism
- Strong skills using Microsoft Office applications (Word, Excel, Outlook and PowerPoint)
- Commitment to interacting cheerfully, tactfully and diplomatically with a wide variety of people
- Good judgement, discretion, and integrity, especially when dealing with sensitive and confidential information
- Proven ability to work independently and meet deadlines
- Effective time management and prioritization skills to deliver on diverse and complex projects

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 and resume, along with salary expectations directly via email to careers@stmu.ca in word or pdf format, with the Subject Line of: "Administrative Assistant to the Dean" by end of day on January 15th. 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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