



## Administrative Assistant, President's Office (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 Otipemisiwak Métis government, District 6, Calgary Elbow. 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:

The Administrative Assistant provides high-level administrative support to the President with professionalism, discretion, and a proactive mindset. We invite candidates who are not only exceptionally organized and detail-oriented, but also hospitable, approachable, and calm under pressure to apply. The ideal candidate is a natural problem-solver—resourceful, adaptable, tech-savvy, and quick to anticipate needs—while maintaining a caring and people-first approach in all interactions. With a blend of critical thinking and strong discernment, this individual will play a key role in ensuring seamless day-to-day operations and scheduling of the President's Office, welcoming a variety of external guests and internal employees.

### WHAT WILL YOU DO:

- Complex management of calendars and logistics, including scheduling meetings, blocking time, travel, accommodations, and transportation.
- Support university policy development implementation, coordination and administration.
- Conduct research and location scouting as needed for events, meetings, and projects.
- Coordinate logistics for meetings and events, including space booking, catering, IT setup, agenda preparation, and some minute-taking.

- Assist in the execution of institutional initiatives and special projects, tracking action items and deadlines.
- Maintain organized digital and physical filing systems, and manage office supply inventory, including kitchen and boardroom supplies.
- Process budget tracking, expense reconciliations, and maintain backup documentation.
- Provide support with administrative tasks such as ordering books, preparing name tags and cards, printing, and creating briefing binders for leadership.
- Handle ad hoc tasks, such as managing gifts, birthday cards, and general office upkeep.

#### QUALIFICATIONS & ATTRIBUTES :

- An undergraduate degree or equivalent experience is required.
- A minimum of 3 years of progressive administrative experience including experience reporting to senior-level management.
- Excellent, proactive, and intuitive listening and communication skills.
- Excellent understanding of and dedication to the mission and vision of St. Mary's University and an ability to articulate the spirit of the values of the university.
- Intuitive, discerning, adaptable, proactive and solutions-oriented.
- Hospitable, joyful, and professional.
- 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 and resume, along with salary expectations directly via email to [careers@stmu.ca](mailto:careers@stmu.ca) in word or pdf format, with the Subject Line of: "Administrative Assistant" by end of day on May 11<sup>th</sup>, 2025. 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](mailto:EDI@stmu.ca)) and requests for accommodations at any stage of the recruitment process can be sent to Human Resources ([careers@stmu.ca](mailto: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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