



## Canada Summer Job: Administrative Assistant (May-August Contract)

### **ABOUT ST. MARY'S UNIVERSITY:**

**Our Vision:** To be the preeminent Catholic University in Canada, known as a centre of academic excellence providing a vibrant and engaged student experience that prepares authentic leaders committed to the service of others.

**Our Mission:** Open to all and grounded in the [Catholic Intellectual Tradition](#), St. Mary's University educates the whole person to inspire and empower tomorrows engaged, global citizens for the future.

**Our Values:** As a Catholic community, we value being Welcoming and Serving of all, Academic Excellence and Faith.

As an independent Catholic university in Canada, with a strong emphasis on liberal arts and sciences, 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 is focused on developing the whole person: mind, body and spirit. For more information about St. Mary's and our Strategic Plan, visit <https://stmu.ca> and <https://stmu.ca/about-us/strategic-plan/>

### **ABOUT THIS OPPORTUNITY:**

We are seeking an Administrative Assistant for the External Relations team 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 projects to meet deadlines despite pressure and periodic interruptions. Reporting to the Vice President, External Relations, the position will focus on event management and a variety of communications, fundraising, alumni relations, and marketing initiatives.

Main responsibilities for this position will include:

- Assist with planning and supporting events and initiatives that promote St. Mary's University and engage students, alumni, and the community, including Mary's Stampede BreakFEST and growth plan reveal
- Help with event setup, coordination, and on-site support, including preparing materials and assisting with logistics
- Support volunteer committees by helping schedule meetings, prepare agendas, and take notes during meetings
- Work with the External Relations team to ensure events and communications reflect the university's brand and values
- Assist with alumni engagement activities, including program research, communications, and outreach initiatives
- Help maintain and update alumni and donor information as needed
- Provide support for fundraising and capital campaign activities, including event coordination and administrative tasks
- Assist with preparing materials such as presentations, documents, and communications for campaigns and events
- Track and organize information related to events, alumni engagement, and donor activities
- Provide general administrative and team support for External Relations projects as required

The successful candidate will work 37.5 hours per week from May 2026 to August 2026 under the Canada Summer Jobs (CSJ) initiative, a Youth Employment and Skills Strategy, which aims to provide flexible and holistic services to support all young Canadians to develop the skills and gain paid work experience to successfully transition in the labour market.



#### **QUALIFICATIONS & ATTRIBUTES:**

- Previous work or volunteer experience in event logistics, communications and/or fundraising
- Demonstrate superior organizational skills and attention to detail
- Excellent customer service ethic
- Demonstrate ability to multitask diverse workloads and projects.
- A professional and outgoing manner and ability to interact tactfully and diplomatically with a wide variety of people
- Demonstrate ability to work within a team environment but also to work autonomously
- Strong skills using Microsoft Office applications (Word, Excel, Outlook, Teams, and PowerPoint)
- Proficient skills for social media platforms (Facebook, Instagram, TikTok, X and LinkedIn)
- Flexibility with work schedule and location to allow for some meetings, tasks and events that may be held outside 8:30am-4:30pm or as needed (ex. early mornings, evenings and weekends) or off campus
- A valid Alberta Driver's License and access to a reliable vehicle

#### **VALUES & ATTRIBUTES:**

- Alignment with institution values and strategic plan pillars
- Upholding core competencies associated with the institution's four pillars
- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to foster equity, diversity, and inclusion, as well as Truth and Reconciliation

#### **Candidate Criteria Based on Canada Summer Jobs Grant Requirements:**

- Must be between 15 and 30 years of age (inclusive) at the start of employment
- With the exception where an individual has a disability or a legitimate barrier to availability, the individual will work a minimum of 30 hours per week for a period of six to sixteen consecutive weeks, and the hours of work will not exceed 37.5 hours per week
- Work duties and activities must be completed inside of Canada
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*, and is legally entitled to work according to the relevant provincial / territorial legislation and regulations
- International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents
- Must be employed as a contract employee in an employer – employee relationship with the University (i.e., cannot be used for self-employment)
- Must not be immediate family of the hiring manager, officer or director of the University without prior agreement by CSJ grant funder

#### **WHAT YOU CAN EXPECT:**

The CSJ program objectives align with the redesigned Youth Employment and Skills Strategy and are as follows:

- provide quality work experiences for youth
- respond to national and local priorities to improve access to the labour market for youth who face unique barriers
- provide opportunities for youth to develop and improve their skills

Wage: \$15.38/hour, plus 4% vacation pay



#### OUR COMMITMENTS:

St. Mary's University is committed to Indigenous Truth and Reconciliation. Our land acknowledgement and Indigenous initiatives information can be found at <https://stmu.ca/campus-life/indigenous-initiatives/>. St. Mary's University is an equal opportunity institution. We hire on the basis of merit and are passionate about building and sustaining an equitable and welcoming campus environment where diversity in all areas is celebrated and valued. If you require support services or accommodations during any stage of the recruitment process, please include this in your application. All requests will be handled with the utmost confidentiality.

#### APPLICATIONS:

Please email application packages to Human Resources at [careers@stmu.ca](mailto:careers@stmu.ca) in one .pdf formatted document with the Subject Line of: "External Relations Assistant" by May 4<sup>th</sup>. Note: interviews will be ongoing, and the position may be filled prior to the closing date. All applicants must submit a cover letter with salary expectations, resume, and contact information of three most recent supervisors and/or written letters of recommendation. Previous employees should submit an updated resume and updated credentials if applicable.

*We encourage all qualified applicants to apply. Canadian citizens, permanent residents and others currently legally authorized to work in Canada will be given priority. We thank all applicants for their interest. However, only those applicants being interviewed will be contacted. **No phone calls please.***