

Position Overview

Executive Assistant

Within the established policy direction of the Confederation, the Executive Assistant is responsible for providing administrative support, bookkeeping, and event coordination to the Confederation. The Executive Assistant's role includes working closely with the Executive Director in the support of Council, the Executive Committee, and elected Officers by performing clerical duties, organizing meetings and events, and maintaining financial records. The Executive Assistant liaises with member faculty associations, other provincial associations, and various levels of government on post-secondary issues.

In order to be successful in the position, the Executive Assistant should be organized, detail oriented, professional, and have excellent verbal and written communication skills. In addition, the Executive Assistant should possess strong bookkeeping experience, event coordination, problem-solving skills, and exhibit effective time management.

Responsibilities

- Performs bookkeeping tasks such as monitoring accounts, cheque requisitions, deposits, and financial reports;
- Carries out clerical duties such as answering phone calls, responding to emails, and prepares communication documents;
- Coordinates and arranges meetings for council, government representatives, and other stakeholders;
- Coordinates all aspects of the annual academic awards and spring gala event;
- Documents and follows up on important actions and decisions from meetings;
- Performs daily record-keeping and document filing;
- Monitors office supplies and equipment as needed;
- Updates and maintains www.cufa.bc.ca website;
- Ensures efficient and effective administrative information and assistance; and
- Performs other relevant duties as needed.

Position Requirements

Required:

- Two years of experience in an executive support role;
- Basic knowledge of bookkeeping procedures and principles;
- Proficiency in a variety of computer software applications (Microsoft Office Suite, QuickBooks Accounting, basic website management tools);
- Multi-tasking and time-management skills, with ability to prioritize tasks;
- Professional verbal and written communication skills

Preferred:

- Post-secondary degree or equivalent
- Knowledge of BC's post-secondary education sector

Position Description Executive Assistant

KIND & LEVEL OF WORK

General

The Confederation represents over 5,500 professors, lecturers, instructors, and academic librarians at British Columbia's five research / doctoral universities: Royal Roads University, Simon Fraser University, the University of British Columbia, the University of Northern British Columbia, and the University of Victoria. The mandate of the Confederation is to act as the unified voice of its member faculty associations on a variety of issues affecting post-secondary education in British Columbia. The Confederation provides informed commentary and timely research to educate the public and BC's government on issues ranging from labour relations to provincial funding for post-secondary education. In addition, the Confederation provides collective bargaining and labour relations support to member associations when requested.

Specific

The Executive Assistant is a vital part to the success of the Confederation and as such provides continuity and institutional memory to the organization. Within the established policy direction of the Confederation, the Executive Assistant supports the Executive Director with the elected council, Executive Committee, member faculty associations, other provincial associations, and various levels of government on post-secondary education issues.

On a day-to-day basis, the Executive Assistant is responsible for providing administrative support, bookkeeping, and event coordination, and works closely with the Executive Director and elected council members by performing clerical duties, organizing meetings and events, and maintaining financial records. As needed, the Executive Assistant liaises with faculty associations, other provincial associations, and various levels of government on post-secondary issues.

REPORTING RELATIONSHIPS

The Executive Assistant receives overall direction from and reports to the Executive Director. While the Executive Assistant has input into developing work plans and setting priorities, the final determination and assignment of duties resides with the Executive Director.

RESPONSIBILITIES & ACTIVITIES

The responsibilities of the Executive Assistant generally include, but are not limited to, the following:

Financial

- performs bookkeeping tasks such as monitoring accounts, depositing cheques, creating cheque requisitions, and performing monthly reconciliations; and
- assists with preparing budgets and financial statements and reports.

Event Coordination

- coordinates two or three meetings each year of the Confederation's governing body;
- coordinates miscellaneous meetings for groups of 3 to 25 people;
- coordinates the nomination process for the annual academic awards spring gala; and
- coordinates all aspects of the annual academic awards spring gala.

Administrative

- carries out clerical duties such as answering phone calls, responding to emails, and preparing communication documents;
- prepares reports, agendas, and other materials as directed or co-incidental to other duties;
- takes and prepares minutes of Council meetings, as directed;
- coordinates and arranges meetings for council, government representatives, and other stakeholders;
- documents and follows up on important actions and decisions from meetings;
- performs daily record-keeping and document filing;
- monitors office supplies and equipment as needed; and
- ensures efficient and effective administrative information and assistance.

Communication & Media Relations

- reviews, formats, and edits communications and reports as needed;
- disseminates communications as appropriate, including on social media; and
- maintains and updates www.cufa.bc.ca website.