



## **Advancement Administrative Assistant (Part Time)**

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

St. Mary's University is an innovative teaching and research university that provides affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. St. Mary's is the only unaffiliated Catholic university in western Canada.

Located on a historic site in Calgary, Alberta, our students are inspired to combine Advancements with a passionate commitment to ethics, social justice and respect for diversity of opinion and belief. St. Mary's has over 1000 full- and part-time students, 150 full- and part-time faculty and staff, and an average class size of 25. The university has grown by over 50% in the last five years alone.

### **POSITION OUTLINE:**

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 VP, Advancement by providing administrative services essential to the effective day-to-day operations of the Advancement office. Critical duties include but are not limited to records management, scheduling, supports internal relationships including faculty, staff, students and the Board of Governors, and other duties as requested, including administrative support for various committees and working groups.

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

### **RESPONSIBILITIES:**

- Records, organizes, manages and maintains all files of the office of the Vice President Advancement
- Supports with development of materials, agendas, minutes and manages documents from meetings/committees chaired and/or attended by the VP Advancement as assigned
- Handles correspondence and all related documents, and maintaining the weekly calendar of the Vice President, Advancement
- Liaises with staff, faculty and students, especially the President's Office, regarding Advancement, and provide assistance to the Executive Assistant to the President as needed
- Researches, composes, edits and prepares correspondence, reports, and proposals
- Organizes and schedules appointments for the Vice-President Advancement
- Coordinates the processing of expense statements, prepares check requisitions and provides supports with budget management
- Works closely with Advancement team members as required
- Assist with event management and a variety of communications, alumni and marketing projects
- Other duties as required and assigned

## QUALIFICATIONS:

- An undergraduate degree, a diploma or certification in an applicable discipline or equivalent is required
- 3 years of progressively responsible administrative experience is required, with post-secondary experience a definite asset
- Superior organizational skills and attention to detail
- Excellent interpersonal and communication skills (both written and orally), including integrity with sensitive and confidential information.
- Excellent customer service ethic
- Ability to multitask diverse workloads and projects
- 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 at all times 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
- A track record of initiating and completing projects in a timely basis.
- A professional and outgoing manner and ability to interact tactfully and diplomatically with a wide variety of people
- Strong skills using Microsoft Office applications (Word, Excel, Outlook and PowerPoint)
- Experience with Project Management and Content Management software an asset
- Experience with Microsoft Office Programs – Word, Excel, Outlook, and PowerPoint
- 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
- Flexibility with work schedule to allow for some meetings and events that may be held outside of normal working hours (early mornings, evenings and weekends)

## COMPENSATION:

St. Mary's University offers a competitive compensation package and comprehensive benefits program. Compensation will be commensurate with qualifications and experience.

## APPLICATIONS:

Applicants should submit a cover letter and resume, along with salary expectations to [hr@stmu.ca](mailto:hr@stmu.ca) with the Subject Line of: "Advancement Administrative Assistant" by end of day on **March 25, 2019**.

*St. Mary's University hires on the basis of merit, is committed to employment equity, and encourages all qualified individuals to apply. We encourage applications from women, Aboriginal Peoples, visible minorities, ethnic minorities, and persons with disabilities. Canadians and permanent residents of 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.***

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