

Department of Human Resources

Exempt Job Description

**Job Title:** Executive Assistant to the Vice-President

**Job Number:** X-111

**Band:** 5

**NOC:** 1222

**Department:** External Relations & Development

**Supervisor Title:** Vice-President, External Relations & Development

**Last Reviewed:** October 8, 2010

# Job Purpose

Reporting to the Vice-President, External Relations and Development, the Executive Assistant works closely with all colleagues in the portfolio, senior administration, donors, community leaders, Elders, partners, the public, and elected officials. The EA will provide complex and comprehensive administrative, relationship development, communications and event support to the Vice President in an environment characterized by changing deadlines, sensitive issues and shifting priorities. This role improves the effectiveness and efficiency of the Vice President’s work, increases the capacity of the Vice President in their many roles and functions, and advances the University’s mission.

# Key Activities

* Organize and manage the day-to-day activities of the Vice President’s office to ensure professional, efficient and effective office operations. Schedule meetings, organize travel arrangements, maintain electronic filing systems and review correspondence to identify those items requiring priority attention, as necessary answering on behalf of the VP. Draft responses for VP review and approval where needed. Help VP prepare for meetings, creating appropriate background materials as requested. Greet visitors and respond to calls on behalf of the VP.
* Engage directly and steward relationships with internal and external stakeholders and rightsholders including donors, suppliers, faculty and staff, alumni, board and committee members, Elders, elected officials and community leaders.
* Schedule, draft agendas, assemble materials, and take minutes for a variety of meetings that involve external partners to advance strong relationships with the local First Nations, and implement the Trent Lands and Nature Areas Plan.
* Develop a strong understanding of and practice appropriate protocols and practices for engagement with Indigenous peoples and dignitaries; support other staff in the University to uphold these protocols.
* Liaise with the chancellor, donors, guest speakers, Honorary Degree recipients, Elders and other Friends of the University. Coordinate and schedule meetings, travel arrangements, accommodation and briefing notes for them. Scan for news stories and recommend to the vice-president appropriate follow-up to further develop the relationship.
* Plan, organize, and execute or collaboratively support, a variety of events including institutional events, engagement activities related to the Trent Lands Plan, and community relations activities in Peterborough.
* Maintain confidential donor information, enter call reports and update proposals in the Raisers Edge database, run queries to produce reports and assist the VP in ensuring clear follow-up steps are documented for donors. Update records with address and contact information.
* Research and draft documents/ briefing notes/ letters based on understanding of the institutional priorities and active files. Compose letters, emails and speaking notes with little direction.
* Supervise student employees and volunteers to support executive office projects.
* Contribute ideas and recommendations to the vice-president and act as a sounding board for decision- making. Manage action items regarding decisions on institutional matters with senior administrators, vice-presidents, and external stakeholders.
* Coordinate regular communication with local elected officials in Peterborough and Peterborough County; schedule meetings of the city university liaison committee.
* Manage multiple budgets and process expenditures to ensure timely payment and accurate account coding. Ensure regular tracking and reconciliation of VP and Community Relations budgets.
* Maintain an advanced capability in information technology required for the effective functioning of the office including Microsoft Office, Zoom, Teams, powerpoint and excel. Support the VP and portfolio in adopting new tools.
* Maintain a good knowledge of and understanding of the policies and procedures for the department and university, advising the VP and ensuring departmental adherence.
* Work closely with the VP and office of the President and Secretariat on issues management and sensitive files.

# Education Required

General University Degree (3 year).

# Experience Required

* Minimum of 5 years executive administrative experience.
* Unflappable. Calm under pressure. Able to multi-task and constantly reprioritize projects. Very organized.
* Resourceful and creative. Adept at problem solving. Takes initiative and demonstrates sound judgement.
* Precise attention to detail and high standards for service. Highly professional and well presented.
* Excellent interpersonal, verbal and written communication skills. Demonstrated ability to interact comfortably, tactfully and effectively with others.
* Experience in handling sensitive and confidential situations and issues. Tactful.
* Demonstrated ability to work independently, sometimes with little or no direction, and as part of a team.
* High energy, positive and approachable demeanour.
* Superior computer skills with MS Office (Outlook, Word, Excel, Power Point), electronic calendaring tools, Adobe Acrobat DC, internet research, databases, communications technology, etc.