#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Coordinator, Board & Senate Support

**Job Number:** X-341 | VIP: 1115

**Band:** EXEMPT- 3

**NOC:** 1241

**Department:** University Secretariat

**Supervisor Title:** Governance & Access/Privacy Officer

**Last Reviewed:**  June 23, 2022

#### **Job Purpose:**

Under the direction of the Governance & Access/Privacy Officer, the Coordinator, Board & Senate Support provides general administrative support within the University Secretariat.

#### Key Activities:

1. Provides general administrative secretarial services for the University Secretariat office. Responsible for budget tracking/monitoring/forecasting, Secretariat office reception, mail, purchase orders, print orders, courier orders, document production, drafting of routine correspondence, travel arrangements, meeting arrangements, office equipment and supplies. The administrative assistant is proactive in using available technology to advance the work of the unit.
2. Provides support services for the Board of Governors, Senate, Board and Senate committees. Responsibilities include detailed arrangements, including hospitality, for on-site and off-site meetings and events, scheduling and rescheduling of meetings (in-person, hybrid, virtual), large volume mailings that may include sensitive material, assembling of Board and Senate meeting packages that may include sensitive material, production of finished Board and Senate documents (as required), annual update of Board handbook, maintenance of governance records including membership lists and databases, official Board and Senate binders, resolutions file, annual corporate filings, organize Board/Senate elections, filing.
3. Fills in for the Governance and Access Privacy Officer as required.
4. Arranges service/repair as necessary for a variety of equipment for the unit.
5. Updates unit webpages as directed and ensures accessibility compliance.
6. Maintenance, monitoring, and posting of material to the Board, Senate, and Policy Library SharePoint portals to be used for communications on behalf of the University.
7. Assists with the provision of support for special ad hoc committees (e.g. executive searches/ reviews, task forces, planning committees) or other bodies supported by the Secretariat.
8. Assists with access/privacy matters, as directed.
9. Other duties as required.

#### Education Required:

* General University Degree (3 year) required.
* Formal training in access and privacy an asset.

#### Experience/Qualifications Required:

1. Experience in a fast-paced office environment and including broad ranging administrative support in a senior administrative capacity would be an asset.
2. Executive secretarial experience, work with volunteer boards, and past public sector employment will be considered assets
3. Professional, diplomatic and welcoming using excellent judgement, discretion and interpersonal skills.
4. Discretion, maturity, good judgment; ability to liaise with senior officials (e.g.: governors, senior University officers) and to maintain strict confidentiality.
5. Outstanding listening skills, as well as strong written and verbal communication skills including writing experience.
6. High level computing skills (MS Office Suite – including Adobe Acrobat Pro, E-mail, Zoom, Internet web browsing and research skills); familiarity with electronic calendaring; competence with standard office equipment; experience with SharePoint and Drupal an asset
7. Good working knowledge of general administrative and office procedures.
8. Able to prioritize/organize tasks and meet deadlines.
9. High degree of accuracy, efficiency, and proof reading; attention to detail.
10. Demonstrated ability to work co-operatively in a team environment.
11. Demonstrated ability to handle varied work under pressure with accuracy and diplomacy.
12. Superior skills in the provision of excellent customer service; demonstrated skills in, and commitment to, customer service and continuous improvement.