



BOOTH
UNIVERSITY
COLLEGE

EDUCATION FOR A BETTER WORLD

Booth University College

Executive Assistant to the President and Vice President Administration

OVERVIEW:

The Executive Assistant will provide effective administrative support for the President and the Vice President Administration of Booth University College and serve as the President's administrative liaison to the Board of Trustees.

SUPERVISORY FUNCTIONS: none

ESSENTIAL FUNCTIONS OF THE JOB/ROLES AND RESPONSIBILITIES:

Duties for the President:

- Handle the full range of logistic and administrative support required for Board meetings and other key meetings
- Provide professional and confidential support to the President on matters of the University College
- Manage the President's calendar of appointments, working collaboratively to ensure the President is well prepared for upcoming commitments
- Work collaboratively across functions and departments within Booth UC
- Liaise with various external contacts on behalf of the President
- Develop and utilize a confidential filing and retrieval system to provide critical information and historical reference
- Research various issues and prepare analyses and reports that provide management with information necessary for decision making
- Participate in planning various institutional events and handle various other administrative tasks as directed by the President
- Arrange travel and accommodation for President, Board of Trustees and others as requested by the President



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- Serve as liaison between the President's office and faculty, staff, board members and the public
- Review materials that require the President's signature or are of a sensitive nature prior to forwarding

Duties for the Vice President Administration:

- Assist Vice President Administration in the daily schedule, duties and responsibilities
- Ensure all government reports are submitted
- Represent Vice President Administration at internal and external meetings and events as appropriate and as delegated
- Undertake special projects delegated by Vice President Administration
- Assist Vice President Administration with financial matters
- Provide non-operating reconciliation reporting as delegated
- Process corporate visa claims from all unallocated expenses for Senior Management and their direct reports
- Oversee the Financial Awards program in consultation with the Vice President Administration, including research, minute taking and the managing of awards in Populi
- Assist Vice President Administration in the updating and maintaining of the Risk Management document
- Assist the Vice President Administration in the oversight of committee work and support and informational resources functions, including researching and preparing meeting material, organizing internal and external meetings, recording and distribution of minutes and agendas
- Perform research for Vice President Administration and advise of information relevant to policies, procedures and decisions made by Vice President Administration
- Maintain Administrative office procedures

QUALIFICATIONS

1. Required

- Education and/or at least 10 years' experience in a senior administrative support.
- Have exceptional organizational and time management skills
- Be a critical thinker with effective problem-solving skills
- Excel at building positive working relationships.
- Mastery of Microsoft Office (Microsoft Word, Excel, PowerPoint and Outlook).
- Familiarity with Policy Governance and Finance desirable
- Require criminal record search certificate



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- Ability to maintain confidentiality.
- Hold a deep commitment to Christian higher education, the mission of Booth University College, and have the ability to integrate one's Christian faith in the workplace
- Must be valid to work in Canada

This is a full-time position with 37.5 hours per week. In addition to the compensation package, we also provide a benefits package that includes health, dental, and other group benefits, vacation and sick leave, RRSP, and a tuition bursary program. Booth University College offers a stimulating university college environment, a mission-driven purpose, and the opportunity to contribute to change as Booth UC moves forward on its commitment to its mission: **Education for a Better World.**

Application Instructions

Applications may be submitted in confidence to Human Resources; Booth University College by email: BoothUC.Careers@boothuc.ca. Applications must include a cover letter. In the letter describe why you want to work at Booth University College. Also, please detail what key strengths you bring to this position. All qualified candidates are encouraged to apply however, in accordance with Canadian Immigration requirements, Canadians and permanent residents will be given priority.

Accommodations are available upon request throughout the recruitment process.

About Booth University College

Booth UC is a Christian university college located in Winnipeg, Manitoba (Canada) and rooted in The Salvation Army's history of meeting the needs of the most vulnerable in society. As an open-enrollment institution, we welcome students from many different backgrounds, cultures, and countries. Deeply committed to social justice, we blend Christian faith and rigorous scholarship with a passion for service. Our approach to learning is anchored in academic excellence and based on a vision of social justice, hope, and mercy for all. We are committed to our mission: **Education for a Better World.** This is described in our mission statement:

William and Catherine Booth University College, a Christian university college rooted in The Salvation Army's Wesleyan theological tradition, brings together Christian faith, rigorous scholarship, and a passion for service. The University College educates students to understand the complexities of our world, to develop the knowledge and skills necessary to be active contributors to society, and to know how the Christian faith compels them to bring hope, social justice, and mercy into our world.