



Administrative Assistant

Full Time – Temporary (Maternity Leave)

Employer Information

St. Peter's College brings together a picturesque country setting with academic excellence. Located in Saskatchewan's heartland, St. Peter's College offers the best of both worlds, by offering a friendly and supportive learning environment and excellent instruction, with access to the University of Saskatchewan – all of this amidst a beautiful landscape.

Our reputation for quality, innovation and excellence has gained provincial, national and international attention. Our former students and alumni are the entrepreneurs, lawyers, science and health professionals, educators and leaders who are making a difference in communities, provinces and countries throughout the world.

St. Peter's College has been affiliated with the University of Saskatchewan since 1926. We offer face-to-face classes in Arts and Science, Business and Kinesiology. Many students attend St. Peter's College to take their first and second year of Arts and Science, their first year of Business/Commerce, Agriculture, or Kinesiology or to fulfill the entry requirements to colleges such as Medicine, Law, Nutrition, Pharmacy, and Education

Position

As a member of the College's administrative team, and in support of the College's mission of fostering academic excellence, personal enrichment and social responsibility animated by our Catholic Benedictine tradition, the Administrative Assistant contributes to the efficient day-to-day operations of the College, and supports the work of administration, Board of Governors, staff and faculty. Reporting to the President on all matters including management and Board support and administrative and financial matters, this individual participates in projects and tasks that encourage continuing innovation within the College and enables staff, students and faculty to meet their learning and teaching needs.

Accountabilities

Reception

The Administrative Assistant provides front desk services in order to provide customer service in a courteous and timely manner, promoting a positive impression of the College to outside callers and visitors, and providing professional caliber support to colleagues.

- Greet, assist and direct students, visitors and the general public, and respond to public enquiries in a professional and friendly manner.
- Answer general phone inquiries in a professional and courteous manner.
- Respond to general information requests about the College's programs and services accurately.
- Gather background information, as required, for preparing responses.
- Redirect phone inquiries, general e-mails, faxes, deliveries, and voice mails from the general mailbox as appropriate.
- Take adequate messages when required, and follow up with recipient to ensure message was received.
- Keep a current record of staff members' whereabouts and their availability.
- Maintain a tidy reception area; duties may include watering plants.
- Monitor the front desk area for occupational health and safety hazards, and refer problems to management.
- Monitor customer service processes; make recommendations for improvements in efficiency and in quality of service.
- In cooperation with other staff, ensure adequate coverage of the reception area.

Office Administration

The Administrative Assistant provides office and related services to contribute to the effective and efficient administration of the College.

- Provide administrative support to management and other staff as necessary.
- Assist in the planning and preparation of meetings, conferences and conference telephone calls, including scheduling space and equipment. Plan, coordinate and execute events, as required.
- Complete work schedules and manage calendars.
- Determine the nature and urgency of appointments and meetings when scheduling.
- Provide secretarial and membership services to Academic Council, including scheduling, coordinating and attending meetings, and compiling and distributing required documents.
- Compile, copy, sort and file records of office activities, business transactions, and other activities.
- Prepare and send outgoing memoranda, correspondence, faxes, mail, and packages; coordinate mass mail-outs.
- Review files, records, and other documents to obtain and analyze information, to respond to requests and enquiries.
- Provide support for research and editing of a variety of documents and projects, including data gathering, computations, record keeping, proof reading, and preparation of reports.
- Maintain and provide statistical and other data for research, marketing, budgetary and other purposes.
- Working with the Special Project Managers, contribute to the development and maintenance of the College's web site.
- Pick up mail from Post Office; open, sort, date stamp, and log all incoming mail, including financial instruments.
- Develop, maintain and update current and accurate filing, inventory, College contacts (faculty, staff, and students), mailing and database systems (e.g., students, Income Manager, historical data), ensuring a high level of accuracy.
- Use computer word processing, spreadsheet, and database software, as required.
- Operate office machines, such as photocopiers, scanners, and facsimile machines.
- Monitor usage of office supplies and equipment.
- Coordinate repair and maintenance of office supplies and equipment.
- Order, pick up as required, and maintain adequate inventories of office and College vending.
- Participate on committees, for example, art, health & safety, scholarships.
- Coordinate and assist delivery of ancillary activities of the College, for example, incoming registrations and billing for workshops; contracts and bookings for room rentals, workshops, outdoor fields, and gymnasium; liaison between community groups and College and Abbey management.
- Provide direction to janitorial staff, as delegated by the President.
- Assist the maintenance department with the building temperature control system and schedule fixes when needed.

Support to President and Board of Governors

The Administrative Assistant provides secretarial services in order to support the administration of the College by the President and the Board of Governors.

- Organize and setup Board meetings, including materials, hospitality and technology requirements.
- Act as recording secretary to prepare agendas and ensure complete and accurate minutes for review by the Board Chair.
- Create action list resulting from Board decision making.
- Maintain accurate archives of Board documents and meeting records.
- Maintain a dynamic schedule for the President, identifying priorities as required.

- Assist with the preparation of presentations including text, overheads, and electronic media.
- Prepare and/or edit internal and external letters, faxes, memoranda, and mass e-mails for the President's review and signature.
- Provide administrative support to College strategic planning, development activities, special projects, and fund raising.

Perform other duties as necessary and/or assigned including orientation and on the job training of new employees.

Competencies

- A proven client service orientation, including good professional personal presentation, knowledge of customer service principles and practices, punctuality, a positive attitude, and the ability to exercise tact.
- Applies knowledge of support principles and practices, and relevant legislation, policies and procedures, to ensure effective and efficient administrative operations.
- Applies knowledge of data gathering techniques, data analysis and technical report writing to support decision making, strategic planning, and policy development.
- Demonstrates a commitment to team building, and sharing of knowledge and resources.
- Sets achievable, challenging goals, aligns individual work priorities with the College's goals and vision, and complies with quality standards while producing accurate work and meeting deadlines.
- Gives full attention to what people are saying, and concentrates on tasks while coping with distractions.
- Effective interpersonal skills including active listening, a collaborative style, and the ability to communicate effectively with all stakeholders, including students, staff, faculty and administration.
- Demonstrates sensitivity to, and understands, the diverse academic, socio-economic, cultural, physical and mental capabilities and ethnic backgrounds of college learners.
- Demonstrates a commitment to diversity and equality, and contributes constructively towards a respectful workplace.
- Accepts new challenges, works flexibly, handles rapidly changing situations, and multi-tasks effectively in a diverse environment, while meeting quality standards.
- Demonstrates a willingness to adapt to changing technology and new procedures.
- Plans and organizes work, establishes priorities, searches for relevant information, proposes new ways of creating efficiencies, shows initiative, and is proactive.
- Sound organizational, analytical, problem solving, and time management skills.
- Demonstrates a strong work ethic that includes diplomacy, confidentiality, reliability, punctuality, resourcefulness, efficiency of work habits, attention to detail, and the ability to work independently.
- Reviews progress towards goals, provides work-in-progress updates proactively, and holds him- or herself accountable for results and quality of work.
- Maintains high standards of ethical conduct, professionalism, and behaviours consistent with the College's vision and code of conduct, and with legal and professional standards.
- Proficient in keyboarding skills and the use of computer software including Microsoft Office (Word, Outlook, Excel, PowerPoint), database management software (MS Access) and Internet and Internet-based programs.
- Fluency in English is essential, including good oral and writing skills, reading and aural comprehension, and clarity of expression.

Education

- High School Completion or grade 12 diploma
- Post secondary education, preferably in Business, Office Management or field of study related to Education, is considered an asset.

Qualifications

- The incumbent would normally attain the required knowledge and skills through completion of post-secondary office administration course work combined with a minimum of three years related experience. Equivalencies may be considered.
- Current knowledge and understanding of administrative processes and customer service practices are essential.
- Proficiency in the use of computers and related software including word processing, database, spreadsheet, email, internet, phone, and voice mail.
- Experience with office equipment such as phone systems, voice mail, fax machines, calculators, photocopiers and scanners is essential.
- Experience in accounting including recording transactions, accounts payable, accounts receivable, reconciling accounts, and the use of Simply Accounting and Quickbooks, would be an asset.
- Basic knowledge of account types and accounting principles would be an asset.

To Apply

Please submit resume with cover letter stating salary expectations on or before 5:00 p.m. (local time) February 24th, 2020 to:

Email: jobapplications@stpeters.sk.ca