



# Executive Secretary

**Administration**

**VP Partnerships**

**Job Posting:** U17-055

**Closing Date:** April 25, 2017

**Position Type:** Full-time /Regular

**Location:** Interurban Campus

**Start Date:** ASAP

**Schedule:** Monday - Friday; 8:30 am - 4:00 pm (35 hrs/week)

**Salary:** Pay Grade 8; \$23.51 to \$25.13 per hour

**Replaces:** A. Taal

Applications for this posting will be accepted from current employees and the general public who meet the minimum qualifications of the job. Regular employees as defined in the CUPE Collective Agreement shall be considered prior to all others.

## **GENERAL STATEMENT**

Under the general direction of the Executive Assistant, but with minimal supervision, performs a wide range of administrative support and secretarial duties, often involving confidential and sensitive materials, and frequently working directly with VP Partnerships. This position may also be required to deal with distressed students.

## **TYPICAL DUTIES**

- Coordinates the VP Partnership's complex schedule by screening, prioritizing, and setting up internal and external meetings. This includes booking facilities and services, and providing backup materials which may include confidential, personnel, and labour related items.
- Deals with a variety of college executive, and confidential managers, faculty, staff, and students in a context that requires specialized diplomatic handling, and provides explanation of college policies and procedures.
- Provides administrative support for visiting senior managers.
- Provides clerical support for the department and special project coordinators as required.
- Performs receptionist duties by answering routine and non-routine queries or directing to appropriate personnel.
- Organizes and maintains office procedures for the applicable executive office(s), and maintains both networked and paper filing systems.
- Assists the Executive Assistant(s) in developing, maintaining, and reconciling administrative and financial forms which require cross checking for compliance with regulations and accuracy using Colleague - Finance.
- Arranges travel, itinerary, payment, and expense claims for the VP Partnership's travel, and tracks and completes Visa statements.
- Defines and completes or guides the completion of large volume, multi-task projects independently, which may require the use of data base and spread sheet software.
- Maintains and orders office supplies, photocopies, picks up and delivers mail, compiles reports or materials for distribution internally and externally.

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- Prioritizes incoming correspondence and flags urgent matters.
  - Prepares documents and email correspondence, and composes replies.
  - Maintains and enters various data and information into a college-wide integrated database system (Colleague).
  - Assists in the development of PowerPoint presentations.
  - Provides direction and assistance to others in similar positions related to office procedures and computer applications.
  - Provides committee support such as compiling agendas and taking minutes as required.
- Performs other related duties similar in scope and complexity.

### **QUALIFICATIONS**

Grade 12 plus secretarial certificate, or equivalent, with 4 years of secretarial experience, which includes one year at a senior secretary level or an equivalent combination of education and experience. Demonstrates sensitivity towards all inquiries and individuals; demonstrates a high level of organizational skills. Proven keyboarding and advanced word processing skills using Windows and the MS Office suite and knowledge of database and spreadsheet software such as Access, Raiser's Edge and Excel are essential. Ability to relate well with senior managers, college faculty, staff and students, senior government officials and the general public.

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