



Academic Administrative Assistant – 14 month term

Modern Languages, Art & Celtic Studies

NSGEU Full Time, 14 month term

35 hours per week

Classification: Band 3 Hourly rate: \$18.61-22.73

Overview

StFX is a top-ranking Canadian university, and we are seeking an energetic and organized professional to provide high quality administrative support 3 Department Chairs (Modern Languages, Art and Celtic Studies). The successful candidate will provide administrative support to 3 Department Chairs and approximately 10 faculty.

Responsibilities include:

- Responsible for document management within the office, including the maintenance of all records and files, both hardcopy and electronic relative to the Chairs
- Assists Chairs with student registration
- Uses all MS Office programs to create, edit, and issue a variety of electronic documents and hard copy, including moderately complex spreadsheets as needed (budgets, expenditures, car rentals, etc)
- Assists Chairs with processing and monitoring expense claims.
- Regularly posts agreed upon documents to Departmental shared drives
- Assists Chairs with managing dates/calendar events in the administrative calendar
- Coordinates after hours room bookings with Facilities Management and Security
- Responds to inquiries from students, faculty, parents, the public, the University community, other educational institutions, and external organizations in a timely manner, with accurate information, using the appropriate means (e.g., personal contact, telephone, postal or electronic mail). Where necessary, refers inquiries to the appropriate department or faculty or staff member
- Updates information for the relevant Departments website as needed
- Coordinates the smooth running of the office and uses independent judgment to effectively organize, prioritize and manage tasks and agenda according to deadlines
- When required, prepare department or program meeting minutes and agenda
- Provides accurate information to internal and external clients on relevant processes, policies, and guidelines, etc • Effectively and pro-actively reviews office processes and implements improvements

Qualifications/Skills:

- The ideal candidate will possess at least a post-secondary diploma in a relevant area and have a minimum of 2 years' experience in office environments.
- The candidate must be able to work independently in a fast-paced environment
- The candidate must be willing to learn and use new technologies
- The candidate must exhibit superior communication and interpersonal skills
- The candidate must have excellent organizational skills
- Knowledge of a second language (ideally French, Spanish, German, Mi'kmaw or Gaelic) would be considered an asset to this particular position
- Advanced skills in all MS Office components (Word, Excel, Power Point) are necessary
- The ability to work effectively and professionally with students, faculty, and staff from a wide variety of backgrounds is essential.

Application Instructions

The closing date for applications will be **Monday, June 10, 2024**. To apply please submit a letter of application and a resume in confidence to **People & Culture, StFX University** at careers@stfx.ca. Only those selected for an interview will be contacted.

StFX is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

StFX is seeking candidates who are committed to contributing to our priorities of equity, diversity, and inclusion. A demonstrated ability in fostering a climate of inclusion and cultural safety is a strong asset. Preference will be given to applicants who bring lived experience of historically excluded groups.

We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact People & Culture at hr@stfx.ca or 902-867-5038.

About St. Francis Xavier University

Established in 1853, St. Francis Xavier University (StFX) is consistently recognized as one of the best universities in Canada. StFX exceeds the needs of today's undergraduates through providing the very best academic experience - outstanding teaching, exceptional hands-on research opportunities, and global exchanges -- all within Canada's most vibrant and inspiring residential campus. Here, the focus is on the academic and the personal development of every student, making community and social engagement a large part of the learning experience. Our students are academically strong and highly engaged in every aspect of life, determined to make a positive impact on the world.

In 2022, Maclean's annual university rankings put StFX #1 in student satisfaction and #2 in reputation across Canada in the primarily undergraduate category.

For more, visit www.stfx.ca

About Antigonish, Nova Scotia

The beautiful and historic town of Antigonish is located within the northeastern corner of Nova Scotia. Only a 15-minute drive from the ocean and a two-hour drive to major urban centres, Antigonish is a family-friendly community with a diverse and growing population and provides access to excellent education at all levels. The town is surrounded by rolling countryside and beautiful beaches and is a hotspot for outdoor recreation, sports, and other active lifestyle activities. Antigonish supports a vibrant culture in the arts with music, performing arts, visual arts and crafts, and fabulous festivals happening throughout the year.

For more information visit www.townofantigonish.ca or www.visitantigonish.ca.