

EMPLOYMENT OPPORTUNITY

Governance Assistant Governance Office

MacEwan University inspires students with a powerful combination of academic excellence and personal learning experiences – ours is a connected culture that focuses on learner-centered teaching, and on providing opportunities for students to grow and achieve.

The university provides a transformative education in a creative, collaborative and supportive learning environment. 19,000 full- and part-time students are enrolled in more than 65 programs: four-year undergraduate degrees, applied degrees, university transfer programs and one- and two-year diploma and certificates. Additional offerings include university preparation, English as an Additional Language, professional and personal development courses and workshops, corporate training and the Conservatory of Music.

Opportunity

The Governance Office of MacEwan University supports both the Board of Governors and the Academic Governance Council (AGC). The Board manages and operates the university within its approved mandate, establishing policies to govern the affairs of the University, while AGC is responsible for academic standards, integrity, policies, programs, as well as scholarship, research, and creative activities at the University.

We have an exciting full-time continuing opportunity for a Governance Assistant who has the interest, education and skills to work in a busy office environment and provide a high level of administrative, records management, and communications support. If you are the successful candidate, you will be the first point of contact between the Governance Office and internal and external audiences. You will demonstrate confidentiality, diplomacy, and represent the Governance Office and the university in a professional and mature manner.

Reporting to the Associate University Secretary, you will provide administrative support to the Associate University Secretary; attend meetings to record and prepare minutes; complete meeting follow-up; coordinate logistics; prepare, edit and compile reports, agenda packages and other resource materials; and work with the other Governance Assistants to ensure effective and efficient operation of the Governance Office. This includes support in business processes, special projects, policy research, maintaining all records including databases, and administering all financial matters.

Position Requirements

Your ability to create and maintain effective work flow along with strong written and interpersonal communication skills will position you for success. You should be self-motivated, demonstrate discretion, adaptability and flexibility, and have exceptional attention to detail, and excellent organizational and time management skills that assist you in prioritizing a busy workload. You work well in a team and have an aptitude for critical thinking and problem solving. You are proactive and value the opportunity to continuously learn and engage in new priorities, processes and technology.

Occasional evening work for meetings and special events is required.

Qualifications

At a minimum, you will have a business diploma, ideally an undergraduate degree, combined with five years of progressive senior administrative experience, preferably in the post-secondary sector in a governance setting. Experience with governing boards, committees and councils, and in minute-taking and scheduling is preferred. Equivalencies may be considered.

Expert technical skills are required including demonstrated knowledge and experience with Microsoft Office Suite and Adobe Acrobat Pro. A working knowledge of PeopleSoft, Site Studio (website), and portal technology would be of value. Experience with records management, communications and research techniques is an asset.

Benefits

When you become part of the MacEwan team, you will enjoy a competitive salary. Our total compensation package includes:

- Competitive base pay
- Generous vacation time
- Secure pension plan
- Excellent benefits package
- Effective recognition and retention programs
- Continuous learning culture
- Opportunities for career growth

For general inquiries, please contact us at careers@macewan.ca. Please be advised that only applicants who apply directly to a posting through www.macewan.ca/careers will be considered

How to Apply:

Only applications received electronically will be considered. To apply, go to <http://www.macewan.ca/careers> and select the job posting.

Thank you for your interest in employment with MacEwan University. We will be reviewing all applications to select the candidates whose qualifications and experience most closely meet our needs. Only applicants selected for interviews will be contacted.

This position is included under the Out of Scope employee policy (D1015).

Employment Category: Full Time Continuing

Salary Range: Commensurate with education and experience

Closing Date: December 12, 2017

Quote Competition No: 17.11.248

Personal Information Collection Notification (FOIP)



MacEwan
UNIVERSITY

HUMAN RESOURCES

Applicant personal information is collected under s.33(c) of the Freedom of Information and Protection of Privacy Act, for the purpose of recruitment at MacEwan University. Questions concerning this collection should be directed to the: Information Management and Privacy Coordinator, MacEwan University, 10700 - 104 Avenue, Edmonton, AB T5J 4S2; tel.: 780.497.5423.