

UNIVERSITY SECRETARY

Université de Saint-Boniface (<https://ustboniface.ca>), located in Winnipeg's charming French quarter, requires a (fluently bilingual) University Secretary.

As Western Canada's French-language university, USB has been a protector and promoter of French life and culture. Today, with its reputation for excellence, USB is a premier francophone university and is recognized as the university of choice for those who wish to pursue post-secondary education in French.

As USB's senior governance officer and a key member of the executive team, the University Secretary is the focal point for communication with the Board of Governors, Senate, and senior leadership at USB, and also serves as a liaison with governing bodies from the University of Manitoba from an academic perspective. The mandate of the University Secretary is to support the USB Board and Senate in order to facilitate the effective governance of the Université, and to provide strategic advice and support to the effective governance of USB's academic affiliation with the University of Manitoba. This includes ensuring the effective operation of USB's bicameral governance system by providing vision for governance, developing policies, and providing advice and guidance on jurisdiction, strategy, policy and process. In this capacity, the University Secretary plays a key role in the administration of important corporate and governance matters.

Reporting directly to the President of the Université, this position is based in Winnipeg, MB.

Qualified applicants are invited to submit their confidential expressions of interest to Fred Loewen, Senior Partner, Waterford Global Inc., at floewen@waterfordglobal.com by September 11th.