

Position Title:	Coordinator, President's Office
Department:	President Office
Affiliation:	Non-Union
Salary:	Group 2 (\$55,251-\$64,934)
Hours of Work:	Normally 35 hours per week, some evening and weekend will be required. Please note that this is a 1 year term appointment.

POSITION SUMMARY

The Coordinator, President's Office is responsible for providing support for all aspects of the President's mandate and duties. The position is responsible for a full range of confidential administrative, planning, organizational, clerical and project management responsibilities and regularly makes office decisions to meet the requirements of the President's Office through effective prioritization of activities and workflow processes. As part of the President's Office team, the Coordinator may be occasionally assigned administrative or clerical duties in support of the Advancement or Communication teams as directed by the President or Chief of Staff. The position also interacts with the duties and productivity of the Executive Assistant, Governance.

SPECIFICATIONS

- creating and supervising the President's schedule, coordinating meetings and, providing briefing materials as required
- reviewing, prioritizing and responding to incoming calls and correspondence as required
- liaising with outside institutions who invite the President to visit them including negotiation of contract details, remuneration, etc.
- coordinating travel arrangements for the President
- maintaining administrative files (electronic & paper) and archival information
- working with the directors of Advancement and Strategic Communications to prepare responses to incoming correspondence
- participating in the implementation of the strategic plan
- assisting with the planning and implementation of Presidential functions
- overseeing the monthly reconciliation of financial statements including the President's monthly VISA statement and expense report

REQUIREMENTS

Bachelor's Degree in Business Administration, other relevant degree, or professional credentials are preferred along with a minimum of three years related experience working in a post-secondary institution or other relevant administrative experience working in an office environment. Skills must include proficiency with Microsoft programs including SharePoint, Teams and Office along with experience in business writing, document management, accounting procedures, and spreadsheet management.

Excellent organizational, interpersonal and written communication skills, as well as solid knowledge of office management, business procedures and project management are required. The Coordinator, President's Office must be able to retrieve, safeguard and maintain crucial, sensitive and/or confidential information pertaining to the administration of NSCAD University and must be able to work independently.



Vacancy Notice

The incumbent will be willing and able to become familiar with all academic procedures and programs at NSCAD University and utilize sound judgment and decision making skills. Taking initiative and being innovative when it comes to process and system improvement and project management is a must.

APPLICATION PROCESS

This posting is an internal call for interest. The position will be a 1-year term appointment. If you would like to be considered for the position, please send your cover letter and detailed CV to humanresources@nscad.ca by **February 21, 2025**.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents of Canada will be given priority in this search. NSCAD university encourages applications from Indigenous persons, racially visible persons, persons with a disability, women, and all candidates who would contribute to the diversity of our community.