



Administrative Assistant Term Contract (12 months)

The [Council of Ontario Universities \(COU\)](http://www.cou.ca) invites applications for the position of Administrative Assistant.

Representing the collective interests of Ontario's publicly-assisted universities, the Council of Ontario Universities (COU, www.cou.ca) promotes higher education in Ontario through analysis and policy development, advocacy and communications.

This is a 12-month contract position which is expected to begin early June 2022. Salary range is \$40,000-44,200/year plus benefits package (remuneration commensurate to relevant skills and experience).

Reporting to the Vice-President, Public Affairs, the Administrative Assistant will provide support and assistance to all unit staff. COU invites applications from experienced professionals with backgrounds in the public, private, and not-for-profit sectors. We offer a competitive total compensation package, generous time off, and a close-knit and collaborative work environment in the heart of downtown Toronto's Discovery District.

COU is committed to the health and safety of its employees and has adopted a mandatory vaccination policy. As a condition of employment all new hires must provide proof of vaccination, or substantiate an exemption.

Key Responsibilities:

In this role, you will proactively:

- Provide day-to-day administrative support to the Public Affairs unit and participates in various projects and committees, providing support to other team members as required.
- Provide calendar management for the VP-Public Affairs, Director, Government and Stakeholder Relations and Manager of Communications
- Schedule and book meetings, including for Public Affairs supported committees, prepare meeting packages, assist in the preparation and distribution of documents, prepare expense reports and other financial material, photocopy, and organize meeting logistics including catering and meeting room set-up; coordinate travel arrangements as required.
- Contribute to the process of planning and executing special events.
- Conducts background research and prepares reports for senior staff on assigned issues and topics.
- Daily media scanning and email summaries.
- Provide support to the broader COU Secretariat based on a "whole COU" in coordination with other administrative staff.

Skills:

- Completion of postsecondary diploma or degree and at least 1-2 years' experience in a similar role.
- Strong organizational skills and ability to prioritize effectively.
- Excellent verbal and written communications skills.
- Professionalism, sound judgment, tact and discretion.
- Previous work experience within government and/or the university sector considered an asset.
- Proven ability to work effectively in a fast-paced environment and handle changing priorities.
- Capacity for independent, self-initiated action, with minimum supervision and high level of accuracy and quality of work.

- Solid computer skills and experience working with Microsoft Word, Excel, PowerPoint, Outlook and Adobe Acrobat.
- A team player who is adept at working with people at all organizational levels, both internally and externally.

Those qualified are asked to submit a cover letter with resume, outlining your experience and suitability for the position as well as salary expectations, to: PARRecruit@cou.ca.

Application Deadline: 5:00pm EST May 9, 2022.

Information regarding COU is available at www.cou.ca.

COU is an Equal Opportunity Employer that values the strength diversity brings to the workplace. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

COU is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform COU of your requirements.