



Administrative Assistant – Public Affairs

The [Council of Ontario Universities \(COU\)](#) invites applications for the position of Administrative Assistant.

The Council of Ontario Universities is the forum for Ontario's universities to collaborate and advocate in support of their shared mission to the benefit and prosperity of students, communities, and the province of Ontario.

Our work advances postsecondary education through collective advocacy, sector collaboration, and a range of shared services for our members, Ontario's 21 universities. The COU Secretariat is a collaborative team of professionals where each employee contributes directly to the success of the organization. COU is committed to equity, diversity, and inclusion and supports equal opportunity to all employees.

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. The hiring salary range for this position is \$41,541-\$46,215/year plus comprehensive benefits package. Remuneration commensurate to relevant skills and experience.

Key Responsibilities:

In this role, you will proactively:

- Provide day-to-day administrative support to the Public Affairs unit and participate in various projects and committees, providing support to other team members as required.
- Provide calendar management for the VP-Public Affairs, Manager Government and Stakeholder Relations and Director 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.
- Conduct background research and prepare reports for senior staff on assigned issues and topics.
- Daily media scanning and email summaries.
- Process invoice and responsible for budget reconciliation and management.
- 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 2-4 years' experience in a similar role.
- Minimum college diploma. An undergraduate degree would be an asset.
- Two to three years' experience in an administrative position in a government ministry or agency, an educational institution, an NGO or membership organization or other relevant business as applicable.
- Strong organizational skills and ability to prioritize effectively.
- Excellent verbal and written communications skills.
- Professionalism, sound judgment, tact and discretion.
- 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: PARecruit@cou.ca.

Application Deadline: 5:00pm EST September 26, 2023.

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

COU is committed to equity, diversity, and inclusion and supports equal opportunity for all employees. We welcome applications from qualified individuals of diverse backgrounds and encourage applications from those identifying with equity-deserving groups. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to achieving our goals and strengthening our mission. 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.