

## Internal/External Job Posting **Administrative Assistant** (Part-Time)

**Description:** The Administrative Assistant will be responsible for providing secretarial and administrative support to the SFSS Board of Directors, Committees, and Council in the form of providing effective organizational scheduling, board and committee agenda preparation, minuting and other tasks that may be assigned.

*The Simon Fraser Student Society is an equal opportunity employer.*

This is a part time (up to 28 hours per week) temporary Designated Assistant position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$15.40 per hour which will increase to \$15.63 beginning May 1, 2019 with additional benefits as defined in the Collective Agreement.

**Goal:** To support the work of the Board of Directors as indicated in the description above.

**Working Relationship(s)/Role in Organizational Structure:** The Administrative Assistant will work under the supervision of the Administrative Supervisor.

### **Duties and Responsibilities:**

1. Prepare and distribute agendas for SFSS Board, committee, working groups, Council and other meetings as required
2. Transcribe minutes of SFSS Board, committee, working groups, Council and other meetings as directed ensuring that the appropriate facilities, rooms and equipment are booked as required
3. Format and distribute minutes to appropriate channels in a timely fashion
4. Maintain meeting schedules and committee compositions on the SFSS website
5. Schedule meetings of the SFSS Board, committees, working groups, Council and other meetings as directed ensuring that the appropriate facilities, rooms and equipment are booked as required
6. Compile all board and committee member schedules, and in consultation with the President, and Committee Chairs arrange semester meeting times
7. Track and compile decisions of Committees and Board and forward to the Financial Office

8. Assist and report to the Administrative Supervisor regarding tasks assigned
9. Other duties as directed

**Required Skills and Experience:**

1. Excellent computing skills (i.e., Microsoft Office Suite & Google Apps)
2. Excellent transcription, writing and word processing skills
3. Ability to take detailed minutes
4. Strong attention to detail and organizational skills
5. Ability to work in a self-supervisory, multi-task environment, within clear timelines
6. Administrative ability and experience
7. Typing Speed of approximately 65 words per minute

**Preferred Skills and Experience:**

1. An understanding of the role of a Student Society
2. Experience in a non-profit, membership-based board/committee driven organization
3. Experience with Robert's Rules of Order

To apply, email your cover letter, resume, and availability to [jobs@sfss.ca](mailto:jobs@sfss.ca) citing that you are applying for the **Administrative Assistant** position in the subject line. Acceptable file formats include MS Word documents or PDF files. Unreadable files will be ignored. Applications must be received no later than **8 a.m. (PST) Monday, March 18<sup>th</sup>, 2019**. Desirable start date: April 1<sup>st</sup>, 2019. Applicants must be available to work Monday to Friday during regular office hours. Only applicants who are selected for interviews will be contacted. **(End date: December 20<sup>th</sup>, 2019, with a possible extension)**