

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

**Description:** The Administrative Assistant will be responsible for providing secretarial and administrative support to the SFSS Board of Directors, Committees, Council and the Manager of Administrative Services 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 designated assistant position scheduled up to 28 hours per week. This is a unionized position with membership in Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$15.63 per hour with additional benefits as defined in the Collective Agreement.

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

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

**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 in a timely fashion
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 Manager of Administrative Services 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. Excellent organizational abilities; able to prioritize multiple tasks; strong attention to detail.
5. Ability to work in a self-supervisory, multi-task environment, within clear timelines while using high degree of judgment, initiative, and discretion
6. Administrative ability and experience
7. Typing Speed of approximately 65 words per minute
8. Ability to work flexible hours when needed and to work occasional evenings
9. Must be available for Board meetings on Fridays from 1:30pm to 4:30pm

**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 are PDF files only. Applications must be received no later than **4:00 p.m. (PST) Tuesday, August 27<sup>th</sup>, 2019**. Desirable start date: as soon as possible. Applicants must be available to work Monday to Friday during regular office hours. Only applicants who are selected for interviews will be contacted.