

PACIFIC COAST UNIVERSITY FOR WORKPLACE HEALTH SCIENCES

JOB DESCRIPTION

POSITION: Senior Admin Assistant
Part-Time (0.5 FTE), Three-Year Contract

LOCATION: Port Alberni Office

REPORTING TO: VP Administration

MISSION STATEMENT OF PCU-WHS

The University is a statutory not-for-profit post-secondary degree granting and research institution for the special purpose of disseminating and creating new knowledge including applied research in the fields of workplace safety, health, disability management, rehabilitation and disability leadership studies. It is committed to excellence in teaching and research, scholarship and service to the broader community.

RESPONSIBILITIES OF THE POSITION

- Provide administrative support to the Chief Academic Officer, the Executive Director of Executive Continuing Education, the Academic Council, the International Research Advisory Council (IRAC), and other Committees as required.
- Organize virtual and in-person meetings, take detailed Minutes at meetings of the Academic Council, the IRAC, and other Committees as required, and organize Motions to be sent virtually as required and scan and retain results.
- Maintain central filing system for Minutes of meetings and Motions undertaken at the various meetings.
- Ensure website is current with latest news and updates.
- Conduct research, compile data and prepare summary briefs and reports.
- Assist with public relations activities and distribute to Committee members.
- Respond to enquiries/correspondence as required.
- Work with databases; mail merges.
- Compose and edit letters and documents.
- Typing, filing, photocopying, scanning, etc., as required.
- Other administrative duties as assigned.
- Member of the Academic Council

SKILLS REQUIRED

- Diploma or Bachelor's degree in administration or business.
- Minimum of 5 years previous demonstrated experience in similar position.
- Excellent communication (written and verbal) and liaising skills with senior levels of business, labour, and government.
- Marketing and promotion skills.
- Superior organizational skills required for the coordination of meetings / functions / events.
- Advanced knowledge and experience using computers and systems.
- Technical expertise and experience in managing websites, social media and software programs.
- Ability to work independently and in a team environment.
- Be familiar with labour / management / academic environment.
- Innovative organizational and multi-tasking abilities.
- Possess problem-solving and decision making skills.
- Ability to prioritize workload to meet key deadlines and maintain service standards.
- Proven experience working with limited supervision in a fast paced environment.
- Attention to detail as well as managing the volume and variety of work.
- Discretion, diplomacy and confidentiality.

SALARY RANGE

The salary will be determined based on previous directly related experience.

Annual salary range for the position is: \$60,000 to \$75,000 FTE (to be pro-rated for part-time)

PCU-WHS is an equal opportunity employer.

Please send resume to:

PCU-WHS
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Port Alberni, BC
V9Y 0A7
Email: info@pcu-whs.ca
Web: www.pcu-whs.ca