

**Assistant to the Dean/Special Projects Coordinator
Faculty of Computer Science**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 18,500 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that's celebrating 200 years of academic excellence in 2018.

The Faculty of Computer Science (FCS) offers degrees tailored to match individual interests in a high-tech discipline at the forefront of innovation. The administrative staff work with faculty members to help build a foundation for student success as students prepare, through academics and research, for a career in one of the world's hottest growth industries. Reporting to the Dean of the Faculty of Computer Science, the incumbent must function with a high degree of professionalism, sound judgment, confidentiality and strong organizational capabilities.

Key Responsibilities:

- Daily monitoring and project management for FCS special projects including ongoing academic, research and administrative initiatives in keeping with the Faculty's strategic plan.
- Provide regular counsel and advice to the Dean on current FCS special projects, advancement campaigns, Industry Advisory Board activities, and strategic planning.
- Organizing project meetings, taking minutes, recording commitments, follow-up and tracking of both commitments and progress against deadlines.
- Oversee the Dean's calendar, prioritizing meeting and event requests, and ensuring adequate preparation and briefings, providing meeting-related materials, etc. Advise the Dean of upcoming commitments, potential conflicts, urgent matters and issues regarding scheduling.
- Organizing monthly Faculty Council meetings, meetings of the Faculty of Computer Science Industrial Advisory Board, and the Faculty's annual workload reporting process on behalf of the Dean.
- Manage the full time clerical position supporting the two Associate Deans of the Faculty of Computer Science.

Qualifications: Completion of a Business/Office Administration diploma or degree with five years' related work experience (or equivalent combination of training and experience) is required. Excellent communication & interpersonal skills, both written and verbal required. Ability to set own priorities and handle multiple, complex and time-sensitive activities; work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities are a must. Attention to detail, accuracy and confidentiality are required. Advanced computer proficiency and extensive experience including calendaring, email system, word processing, spreadsheet, and presentation computer programs. Previous supervisory experience an asset.

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

Apply online by 10 p.m. on April 27, 2018 to competition DPMG-18047

Salary Range: \$43,383 - \$58,695 per annum (ADM-04) This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six

Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/respect

months.

This position is part of the Dalhousie Professional & Managerial Group (DPMG).

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