

**Administrative Clerk (Term)  
Student Affairs**

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 18,800 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.

Student Affairs is a collection of integrated units that collaborates with faculty, staff and students to enhance the student experience. We promote an inclusive, holistic and student-centric approach to learning and academic success and act as a professional resource in the delivery of evidence-based student enrolment, wellness, development and academic support programs and services. Reporting to the Director, Student Access and Academic Support, the position provides administrative and operational support for services, programs and events offered by the Black Student Advising Centre (BSAC), the Indigenous Student Centre (ISC), and the Elders in Residence Program. This position also provides reception and front-line support, mainly for the Indigenous Student Centre, but also for the BSAC and the Elders in Residence as needed.

**Key Responsibilities:**

- Under minimal supervision, provide efficient and accurate administrative support to the Black Student Advising Centre, Indigenous Student Centre, and the Elders in Residence Program.
- Serve as a point of contact for students, staff and faculty; answering telephone, email and in-person inquiries, redirecting to the Centres' Advisors, or to the Elder when appropriate.
- Coordinate expenditures; reconcile financial statements and produce reports as required in an accurate and timely manner.
- Coordinate purchases for the units as needed, including stationery, furniture, equipment and supplies.
- Develop and maintain databases as required for operations.
- Collect and compile data and stats for key performance indicators and reporting as required by the Centres and Elder Coordinator.

**Qualifications:** Completion of a business or office administration program with approximately three years' previous related experience is required, or a combination of education and experience will be considered. Project management skills will be considered an asset, as will experience in event coordination. Demonstrated aptitude for and ability to work with technological and communications platforms and various software (e.g. digital content management systems, email software, social media platforms, Adobe, Microsoft Office) is required. Understanding diverse client needs and an ability to engage in effective, respectful communication is necessary. Demonstrated excellence in service and intercultural competence and a willingness to engage in ongoing development in this area.

*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 June 21, 2018 to competition N77-18046.**

**Salary Range:** \$17.49 - \$21.34 per hour (32.5 hours per week, \$29,566 - \$36,056 annually). This is a two year term position. (C-4) This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

This position is part of the Nova Scotia Government and General Employees Union Local 77 (NSGEU). *Bargaining unit employees for NSGEU local 77 are given first consideration and will be notified regarding the status of their application. All other applicants will be considered when there is no qualified internal candidate. 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/hiringfordiversity](http://www.dal.ca/hiringfordiversity)*