

**Secretary (Part-time)
Electrical and Computer Engineering**

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.

The Faculty of Engineering at Dalhousie University provides students with an opportunity to be part of an excellent engineering school in a leading, research intensive Canadian University. The faculty has an outstanding engineering and applied science education and has established a history of educating and producing engineers who are among the best in the world. Reporting to the Department Administrator, the Secretary is responsible for providing clerical support services for the Department of Electrical and Computer Engineering.

Key Responsibilities:

- Maintain a solid working knowledge of departmental policies and procedures in order to assist and/or advise faculty and students.
- Receive applications for prospective students; create files; track supporting documentation.
- Receive and direct incoming telephone calls, and emails providing general information to callers/visitors and routing them to the appropriate resource.
- Receive and distribute incoming mail; maintain stationary and office supply inventory.
- Enter program information into the Graduate Student Information System (GSIS); maintain various manual and electronic files.
- Assist with organizing various events including Student Orientation and Graduate Conference.

Qualifications: Completion of a business/office administrative program with approximately three years' related experience (or an equivalent combination of training and experience) is required. Excellent communication and interpersonal skills required. Must have the ability to multi-task and work both independently and as an effective team player. Organizational skills are essential as well as the ability to set priorities. Proficiency in MS Office Suite is required. Knowledge of a university environment would be 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 June 15, 2018 to competition N77-18042.

Salary Range: \$17.19 - \$21.34 per hour (32.5 hours per week, \$29,566 - \$36,056 annually). This is a 60% FTE position so annual salary will be pro-rated to \$17,740 - \$21,634 (19.5 hours per week) (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