

# Administrative Assistant

---

## Position Details

---

### Position Information

<b>Position Title</b>	Administrative Assistant
<b>Department/Unit</b>	Health & Human Performance
<b>Location</b>	Halifax
<b>Posting Number</b>	S12-19
<b>Employee Group</b>	NSGEU Local 77
<b>Position Type</b>	Regular, On-Going
<b>Duration of Contract (if applicable)</b>	
<b>Employment Type</b>	Full Time
<b>Full-time Equivalency (FTE)</b>	100%
<b>Salary</b>	\$40,930 - \$49,915 per annum
<b>Classification</b>	AS2

**Provisional Statement** This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

**About Dalhousie University** 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 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018

**Job Summary** The School of Health and Human Performance is situated within the Faculty of Health. The School offers both undergraduate and graduate programs in Health Promotion, Kinesiology and Recreation and Leisure studies. Reporting to the Administrative Manager, the Administrative Assistant provides support to the Director, Assistant Dean Research (Students), School of Health and Human Performance, all School Committees, the School's Administrative Manger and acts as the School's Records Management Officer.

### Key Responsibilities

- Provide administrative support to the Director, including maintaining calendar, preparing correspondence and coordinating collection of faculty annual reports and workloads.
- Provide administrative support to the School's Committees, including taking minutes, following up on action items, and attending highly confidential Search and Reappointment, Tenure and Promotion meetings.
- Acts as the Records Management Officer for the School, maintaining policies, monitoring files storage within the School and advising staff of file protocols.

- Prepare Undergraduate Calendar submissions, liaise with Student Services to complete timetable submissions.

- Support the Administrative Manager, by assisting with the coordination of departmental events, review faculty and staff travel claims documentation, and acts as a backup in their absence.

## Note

### Qualifications

Business/Office Administration program with a minimum of three years' related work experience (or equivalent combination of training and experience). Experience with MS Office (Word, Excel, PowerPoint). Experience working with sensitive and confidential information is preferred. Strong interpersonal, multi-tasking and organizational skills are essential as well as the ability to work independently. High attention to detail is essential.

### Job Competencies

### Additional Information

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.

### Application Consideration

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.

### Diversity Statement

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).

### Posting Detail Information

Number of Vacancies	1
Open Date	05/08/2019
Close Date	05/17/2019
Open Until Filled	No

### Special Instructions to Applicant

Quick Link for Direct Access to Posting <http://dal.peopleadmin.ca/postings/1387>

---

## Supplemental Questions

---

Required fields are indicated with an asterisk (\*).

---

## Documents Needed to Apply

---

## Required Documents

1. Résumé / Curriculum Vitae (CV)

## Optional Documents

1. Cover Letter