

Administrative Assistant

Position Details

Position Information

Position Title	Administrative Assistant
Department/Unit	Faculty of Medicine - General
Location	Halifax
Posting Number	S143-19
Employee Group	NSGEU Local 77
Position Type	Regular, On-Going
Duration of Contract (if applicable)	
Employment Type	Full Time
Full-time Equivalency (FTE)	1.0
Salary	\$23.18 - \$28.27 per hour (\$39,173 - \$47,772 per annum, 32.5 hours per week)
Classification	AS1
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 Department of Undergraduate Medical Education (UGME) within the Faculty of Medicine, delivers an informative and challenging curriculum for the undergraduate students enrolled in the Medical School, which will prepare them for the next stage of their medical education. Reporting to the Manager, Academic Progress, the Administrative Assistant will provide administrative support for the UGME office, Assistant Dean and various committees as well as be the primary contact for the department.

Key Responsibilities

- To act as the first point of contact the department, greet and answer inquiries or redirect as necessary.
- Organize and track requests for time off, missed class time, class lists and student correspondence to ensure all program year requirements are met.
- Maintain strong working knowledge of policies, procedures and current situations within UGME to relieve the UGME Administrator and the Assistant Dean of routine matters.
- Arrange meetings and assist with schedule and email management for the Assistant Dean. Maintain a working knowledge of priorities and issues in order to appropriately respond to meeting requests.

- Coordinate, arrange and act as recording secretary for various undergraduate committee meetings. Prepare and distribute agenda, minutes and relevant materials.

- Accept and process payments (cash, credit, debit) for various services and prepare deposits for Financial Services.

Note Evening and weekend work will be infrequently required due to exam invigilation.

Qualifications Business/Office Administration program with approximately three to five years' related work experience (or equivalent combination of training and experience). Excellent organizational, communication and interpersonal skills required. Proven accuracy, attention to detail and the ability to multi-task to meet various deadlines required. Superior data entry skills required. Must be able to work independently. Proficiency in MS Office (Word, Excel, Access and PowerPoint) is required.

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.

Posting Detail Information

Number of Vacancies 1
Open Date 09/10/2019
Close Date 09/19/2019
Open Until Filled No

Special Instructions to Applicant

Quick Link for Direct Access to Posting <http://dal.peopleadmin.ca/postings/2048>

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