

Executive Assistant

Position Details

Position Information

Position Title	Executive Assistant
Department/Unit	Pediatrics
Research Project	CIHR-IHDCYH
Location	Halifax
Posting Number	GP72-20
Employee Group	Grant-Paid
Position Type	Term
Duration of Contract (if applicable)	1 year
Employment Type	Full Time
Full-time Equivalency (FTE)	1.0
Salary	\$55,000-\$65,000 per annum (37.5 hours per week)

About the Organization

The Executive Assistant position will function across three different areas and teams. The Principal Investigator's (PI) research lab is based in the Centre for Pediatric Pain Research at the IWK Health Centre, while the Canadian Institutes of Health Research-Institute of Human Development, Child and Youth Health (CIHR-IHDCYH) and Solutions for Kids in Pain (SKIP) are based at Dalhousie University in the Collaborative Health and Education Building (CHEB) in Halifax, NS (with CIHR-IHDCYH also working closely with CIHR offices in Ottawa and across Canada).

Job Summary

The Executive Assistant will provide executive-level administrative leadership and support to a Principal Investigator (PI) with managing their professional priorities for three ongoing grants. The PI holds three separate appointments as the Canada Research Chair (Tier 1) in Children's Pain, the Scientific Director of the Canadian Institutes of CIHR-IHDCYH, and the Scientific Director of SKIP.

Key Responsibilities

- Sort, prioritize, and draft a high volume of daily emails for the PI, ensuring urgent matters are brought to the PI's attention and/or are attended to and followed up on in a timely manner.
- Manage and optimize the PI's busy schedule based on insight and direction from the PI, while taking into account priorities, time zones, and timelines of internal and external staff, stakeholders and partners.
- Ensure the PI is fully briefed and prepared for meetings, presentations, performance appraisals for senior staff, and other activities by ensuring resources are prepared ahead of time with the support and input of key staff in each of the three teams and by staying apprised of significant matters, deadlines, events, and emergent issues.
- Prepare speaking and briefing notes, official correspondence, documents, forms, agendas and reports, including taking minutes at meetings and events, as well as maintaining paper and electronic filing systems to ensure efficient storage and retrieval.

- Coordinate and plan events and meetings, including booking rooms/venues, liaise with participants, gather and prepare meeting documents, and organize catering and audio-visual needs.

- Manage domestic and international travel logistics, including travel arrangements and bookings, visa and vaccination requirements, conference/event registration, prepare travel binders and itineraries, and submit and track financial reimbursement claims.

Note

This position will work on campus 3 days a week, returning to working on campus full-time once COVID-19 restrictions are lifted. When COVID-19 restrictions are eased or lifted, some travel may also be required for event/meeting support, which is anticipated to be less than a 5% time commitment. This position may also require some evening or weekend work (e.g., due to time zones, events).

Qualifications

Business/Office Administration diploma with a minimum of 5 years of relevant experience (or equivalent combination of training and experience) is required. Experience working within a complex academic, health research, non-profit, and/or governmental structure is required. Must possess a high degree of professionalism, excellent written and verbal communication skills, and be highly organized, detail-oriented, proactive, and thorough. Strong interpersonal skills are required for liaising with stakeholders, senior leadership, and representatives from partner organizations. Must be able to work both independently and as part of a team and be able to balance competing priorities to meet deadlines in what can periodically be a high-pressure environment. The ability to work productively and collaboratively with all three dynamic and innovative teams will be critical, including members from across Canada. Strong computer skills, including Microsoft Office (e.g., Word, Excel, PowerPoint, Outlook) and experience with video conferencing and webinar technology is required. Experience with international travel logistics required. Must demonstrate a high degree of discretion, tact, and sensitivity, and be able to maintain confidentiality and privacy. Ability to adhere to CIHR, SKIP, IWK, and Dalhousie University's policies, procedures, and guidelines, as appropriate, is required. The successful applicant will require a Federal government security clearance, paid for by CIHR. Strong assets include bilingualism (French/English), experience with human resource functions such as performance appraisal and management.

Additional Information

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a voluntary RRSP, health and dental plans and an employee and family assistance program.

Application Consideration

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 Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, 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	11/10/2020
Close Date	11/25/2020
Open Until Filled	No

Special Instructions to Applicant

Quick Link for Direct Access to
Posting

<http://dal.peopleadmin.ca/postings/4793>

Documents Needed to Apply

Required Documents

1. Résumé / Curriculum Vitae (CV)

Optional Documents

1. Cover Letter