

Secretary

Position Details

Position Information

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| Position Title | Secretary |
| Department/Unit | Electrical & Computer Engineering |
| Location | Halifax |
| Posting Number | S181-20 |
| Employee Group | NSGEU Local 77 |
| Position Type | Regular, On-Going |
| Duration of Contract (if applicable) | |
| Employment Type | Part Time |
| Full-time Equivalency (FTE) | 0.615 |
| Salary | \$18.20- \$22.20 per hour (\$30,764 - \$37,517 per annum, 32.5 hours per week). This is a 61.5% FTE position, so annual salary will be pro-rated to \$18,920 - \$23,073 (20 hours per week). |
| Classification | C4 |
| 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 Electrical & Computer Engineering Department is located within the Faculty of Engineering at Dalhousie University. The department plays a key role in Nova Scotia as a catalyst of research-driven innovation as well as the intellectual and technological growth of the province. Extensive faculty collaborations with other universities, centres of excellence, and industries locally, nationally, and the world over, attest to the strengths of the department. Reporting to the Department Administrator, the Secretary provides clerical support to the operational needs of the Electrical & Computer Engineering Department and its programs.

Key Responsibilities

- Clerically coordinate all matters related to the graduate programs, including Graduate Coordinator support, program requirements and registration, student funding and progress, and arrangements for oral defenses and PhD comprehensive exams.
- Update program, course, and enrollment information on university-wide electronic records systems.
- Support the operational needs of the Department and programs, Department Head and faculty members, and the Departmental Administrator. Provide clerical support to hiring,

academic, and accreditation processes.

- Respond to a wide variety of routine requests and inquiries from students, faculty, advisors, and administrators via email, telephone and in person contact.

- Clerically coordinate the graduate program application and admissions process for the Department. Provide routine information to applicants, sort and process applications, and prepare and submit received recommendations for admission.

- Support the planning and execution of Department activities and events. This includes logistics; assisting visiting speakers with travel and accommodations; working with vendors; organizing invitations and awards; attending events; and coordinating volunteers as necessary.

Note

Qualifications

Business/Office Administration diploma program with approximately one to three years' relevant experience (or equivalent combination of training and experience) is required. Must be a team-player who can adjust priorities under changing demands and conditions. Solid communication (verbal and written) and organizational skills are required. Demonstrated ability to take initiative, problem solve, and seek information when needed, as well as accuracy and attention to detail. Computer proficiency is required, particularly Microsoft Office.

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 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/4690>

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