Office Administrator

The Graduate Students' Association (GSA) has an exciting opportunity for a qualified Office Administrator to work in the GSA Office at the University of Lethbridge. This is a full-time position, with an anticipated start date of **October 22nd, 2018.**

The successful candidate will provide administrative assistance to the GSA Executive and Council, while planning and overseeing office services for the GSA. Duties include but are not limited to: reception, drafting agendas, meeting minute-taking and distribution, scheduling meetings with external organizations and UofL units, drafting internal correspondence for Executive review, shipping and receiving, updating website as needed, newsletter production, maintenance of GSA U-Pass activation and opt-out processes, managing and updating records and policies, ensuring health and safety regulations are upheld, general troubleshooting, and other duties assigned by the GSA Executives.

The Office Administrator must ensure the efficient day-to-day operation of the GSA office, safeguard the continuity of the GSA's mission in a high turnover environment, and support the work of the GSA Executive Committee.

HIRING SALARY RANGE: $2791.67 – $2916.67 per month

QUALIFICATIONS:

The successful candidate must have a two-year College Diploma related to administrative support and/or more than 4 years of prior related experience working in a complex and dynamic environment. Candidates with an equivalent combination of education and experience will be considered.

Excellent interpersonal, communication, record keeping, and organizational skills are essential. The successful candidate will be self-initiating, will have excellent judgement, tact, and discretion, and will have experience working in fast-paced environments with a variety of groups, setting priorities, meeting deadlines, and must be able to complete tasks with minimal supervision, all while maintaining confidentiality. The candidate must have proficiency with the use of Microsoft and Google Suite, cloud-based software, and Squarespace. Preference will be given to candidates with experience in a post-secondary environment, and familiarity with University of Lethbridge programs, policies, procedures, and systems.

CLOSING DATE: 26 September 2018

To apply for this position, please email your Cover Letter and Resume/CV to gsa@uleth.ca. Please reference the Job title "OA #2132" within your email.

The GSA hires on the basis of merit and is committed to employment equity and diversity. All qualified persons are encouraged to apply. In accordance with Canadian Immigration requirements, Canadian citizens and permanent residents will be given preference.

Thank you to all applicants; only those selected for an interview will be contacted.