



Associate Director, President's Office

The Opportunity

Reporting directly to the President & CEO, the Associate Director of the President's Office plays a pivotal strategic, advisory and administrative role for the President. Acting as a barometer, the Associate Director has a keen sense of the issues taking place within and external to the College, and keeps the President fully apprised, advised and supported as required. Working closely with cross divisional stakeholders, this role ensures the President is fully prepared for upcoming commitments and responsibilities with the appropriate advice, delegation, supports and relevant materials.

In this dynamic and multi-faceted role, the Associate Director is accountable for bridging critical connections between the President's Office, Executive Team, Board of Governors, external partners, stakeholders, and the College community. The incumbent for this role will coordinate and contribute to communications on behalf of the Executive Team ensuring the voice and tone are in alignment with college's culture, values and institutional priorities. In direct support of the President, this role will guide, synthesize and distill complex materials and data analysis for appropriate decision making.

Beyond these responsibilities, the Associate Director provides administrative leadership to a team within the Office of the President, coordinates Executive Team processes, agendas, metrics, action points, communications, retreats and events and creates and curates the Executive work plan, papers and resources. A collaborative and proactive approach will be a necessity for this role as the incumbent actively triages complaints and requests made of the President and analyzes situations that could lead to difficulties and seeks to resolve or escalate as needed.

Simultaneously, this role acts as the guardian of the President's Office finances, overseeing budget submissions, expenditures, and project finances. With a steadfast commitment to continuous quality improvement, this role will oversee the daily operations, systems and efficient processes of the President's office ensuring outstanding service to a variety of internal and external colleagues and stakeholders, and the maintenance of an overall standard of excellence for the Office of the President.

We are seeking a dynamic Associate Director, with a strong commitment to diversity, equity, inclusion and reconciliation principles, who demonstrates effective interpersonal, problem-solving and mediation skills with tact, independence, poise and diplomacy. With

extensive experience working with and partnering with senior and executive leadership, the Associate Director is well versed and experienced in handling highly sensitive information with discretion and working with and guiding prominent external stakeholders on behalf of the President.

Qualifications

- Relevant experience includes such roles as: Chief of Staff, Special Advisor, C Suite Office management
- Bachelor's degree, or 3-year diploma/degree and relevant professional qualification (ex. PMP, CMP, etc.), in Business, Office, or Public Administration; Communications, Management; Public Relations; or another relevant field.
- Nine years of relevant experience including seven within a senior management role though an equivalent combination of Education and Experience will be considered.

To apply to this role in higher education, submit your application to **Phelps** by clicking here: <https://bit.ly/49jVVib>

Application deadline: **November 30, 2023.**



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