



Assistant University Secretary

York is a leading international teaching and research university, and a driving force for positive change. Empowered by a welcoming and diverse community with a uniquely global perspective, we are preparing our students for their long-term careers and personal success. Together, we can make things right for our communities, our planet and our future.

In this role you will provide high-level assistance and support to the university secretary in ensuring compliance with the university's governance system by providing policy advice and operational support to the Board, Senate and their committees. This includes developing policy instruments and other documents for consideration by the governance bodies, providing advice and governance expertise to Chairs and administration, preparing official records of proceedings and communicating good governance practices.

To be considered for this opportunity, you will bring the following:

A University degree, with a graduate degree preference, including extensive related experience in governance, preferably in an academic environment. Experience drafting governance documents and developing policy. Experience organizing and supporting leadership of meetings.

For full position details, including skills and knowledge requirements, and to apply to this exciting opportunity visit the External Career Portal (www.yorku.ca/jobs) and refer to posting 106832.

We offer comprehensive benefits and access to superb educational and recreational facilities. For more information on what York has to offer U please visit: <http://hr.info.yorku.ca/benefits/>