

# Centennial College

## POSITION VACANCY

Executive Assistant, Board of Governors  
Toronto, Ontario

*Diversity, equity and inclusion are fundamental to our mission to educate students. We are committed to education that places strong emphasis on global citizenship, social justice and equity. We live this value through the strength and richness that diversity brings to our workforce and welcome contributors from equity groups including: Indigenous Peoples, Visible Minorities, Persons with Disabilities, Lesbian Gay, Bisexual, Transgender and Queer persons.*

Classification: Administration  
Salary Range: Payband 8 – under review  
Location: Progress Campus

### **Position Summary**

Reporting to the Chief of Staff, the Executive Assistant (EA) helps the President and Chair with the effective and efficient daily operations of the College's Board of Governors (BOG) and its standing committees. These tasks include making certain the Board and its members are aware of their legal and fiduciary responsibilities. The EA must also be able to interpret and implement bylaws, policies and procedures. In addition s/he will be required to provide advice and guidance where necessary. Serving as a confidential and key liaison, the incumbent supports the BOG for its meetings, retreats, special events, budget, recruitment and appointment processes and awards-recognition program. S/he is the custodian of the corporate seal, corporate legal records, contracts, documents and related material. The incumbent also provides executive back-up support within the Office of the President.

### **Responsibilities**

- Facilitates all meetings for the Board. Oversees logistics, makes travel arrangements as required, ensures that information packages, agendas and minutes are prepared and distributed.
- Follows up on agenda items. Receives decisions and related information, conducts necessary follow-up or investigation on action items and reports back to Board.
- Prepares the annual calendar of committees, Board meetings and work plans.
- Prepares correspondence for the President or Board Chair's signature on own initiative, based on knowledge of the subject matter and additional research. Prepares general and confidential presentations, correspondence, emails, agendas, minutes, briefing materials, speaking notes, etc., ensuring accuracy and completeness.
- Maintains confidential information systems, database management and filing systems.
- Coordinates and assists governors on policy issues, conveys historical and current information. Assists in the development of governance policy and bylaws.
- Coordinates the Board recruitment process. Prepares and helps to provide orientation to new governors.
- Maintains and monitors Board budget. Keeps accurate financial records and obtains quotes for service, bill payment and other budgetary tasks.
- Uses project management techniques to prepare detailed schedules and identify critical dates and deadlines, ensuring Board projects and events are coordinated on time and within budget.

### **Qualifications/Experience**

#### **Education:**

- Three-year diploma in business, office administration (executive) or communications or an equivalent combination of education and experience.

#### **Experience:**

- Minimum of five years' experience working with senior administrators and a Board of Governors/Directors/Trustees, preferably in a public sector environment.
- Demonstrated experience with board protocols, bylaws, processes, record keeping, meeting rules and procedures, as well as legislation related to boards.
- Demonstrated experience writing and editing agendas, minutes and correspondence. In addition, s/he will have experience and expertise in developing and implementing critical paths for events and project management.

#### **Skills:**

- Superior interpersonal skills including discretion, judgment, tact and diplomacy. Able to work effectively with all levels of staff, governors and government and community officials.
- Superb organizational and planning skills; this includes the capacity to balance numerous competing demands and work well under pressure. Strong records and information management skills. Legal research skills considered an asset.
- Highly proficient with all computer applications used in the Office of the President (e.g., Word, Excel, PowerPoint, Lotus Notes) on a Windows-based system. A general understanding of the backup and privacy/security aspects of a networked computer system. A basic understanding of the use of the Internet for research.
- Experience with creating and maintaining an online portal or file repository online for Board members to access relevant documents.
- Strong writing, project management and problem-solving skills. Must show meticulous attention to detail.

**Apply online:** [www.centennialcollege.ca/careers](http://www.centennialcollege.ca/careers)

*"Proof of credentials or equivalencies from accredited regional or federal post secondary institutions and/or their foreign equivalents will be required at the time of job offer."*

When applying, your cover letter and résumé must include examples that reflect all of the requested skills and qualifications and **must be submitted online by November 11, 2016 at 4:30 PM. Please quote Competition #16-A-25.** Misrepresentation of applicant information will be grounds for your exclusion from the competition or for dismissal should you subsequently be hired for the position. We wish to thank all applicants for their interest and advise that only those selected for an interview will be contacted.

We are committed to providing persons with disabilities equal opportunities regarding all employment activities, including access to jobs and accommodations during employment as required, in accordance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA).