



Do you believe in the power of ideas, possibility, and in building community? Alberta University of the Arts (AUArts) is looking for a strategic and experienced **University Secretary**.

Alberta University of the Arts (AUArts) is a new university as per recent changes to the Post Secondary Learning Act in Alberta (2018) that effectively granted university status to the Alberta College of Art + Design – a leading centre of art, craft and design education and research since 1926. With this new status, and a new name, we are seeking an experienced and skilled leader and effective communicator, with a sophisticated understanding of the roles of university governing bodies and legislation to launch and lead the Office of the University Secretariat at AUArts.

This is a Regular Full-time position starting as soon as possible.

Why AUArts?

Alberta University of the Arts (AUArts) is a community of thinkers, shapers, makers and risk takers. We are students, faculty, staff and alumni rich in diversity of culture and thought, challenged to fearlessly explore what moves us, drives us, and implores us to see the world differently.

Formerly Alberta College of Art and Design, we are dedicated to innovative and emerging art, craft and design programs.

Located in the vibrant, culturally diverse community of Calgary, Alberta – our city is consistently ranked as one of the world's most livable cities (most recently in The Economist 2017) and is adjacent to the spectacular Canadian Rockies.

The Opportunity

Competition #1920-SE-EP-09

Reporting to the President and CEO, the University Secretary is a member of the President's Cabinet – the University's executive team. On a functional basis, the Secretary is also accountable to the Chair of the Board, and to the President, as Chair of General Faculties Council. The Secretary will demonstrate exceptional judgment and strategic intellect as well as have the presence and superior interpersonal skills to act as a trusted member of, and advisor to, the senior leadership team at AUArts.

This position serves as the corporate secretary for the Board of Governors and the secretariat for the General Faculties Council (GFC). In addition, the Secretary will be the repository for information on all matters relating to these bodies and is responsible for coordinating and facilitating the activities of the Board of Governors and of the General Faculties Council, and their various committees.

The Secretary will ensure the effective and efficient operation of the University's system of bicameral governance further to the Alberta Post-secondary Learning Act (PSLA). The University Secretary will also be the legislative compliance officer for the institution, responsible for the identification of applicable policies and ensuring compliance with government polices.

Key Responsibilities:

- Acts as the steward of strong university governance will work closely with the Chair of the Board, the President and senior administration, to provide advice and guidance on jurisdiction, strategy, policy and process.
- Ensures the effective liaison among decision-making bodies and senior university officers.
- Provides oversight on the adherence to all legislation pertaining to the governance and operations of the institution including the PSLA and labour legislation.
- Preparation, and distribution of agendas and supporting documentation, writing reports and minutes of meetings, and disseminating policy and information to the Board, General Faculties Council, and the University community
- Responsible to the entire university community for the provision of timely, accurate, and objective information, advice, interpretation and application of policy.

The successful candidate will have:

- A Bachelor's degree is required; LLB or JD an asset.
- Governance Professionals of Canada designation (GPC.D) is preferred.
- Experience in a post-secondary educational institution with several years of governance committee work and experience as a recording secretary, or equivalent.
- Strong analytical skills with precision of thought and meticulous attention to detail.
- Ability to serve the needs of multiple clients while preserving and guarding the intent / integrity of policy and principles with utmost neutrality and objectivity.
- Strong integrative skills related to understanding cross-functional implications and inter-relationships of issues and decisions.
- Political sensitivity, tact and diplomacy with strong ability to exercise judgement and discretion.

- Strong negotiation and persuasion skills with the ability to influence others to achieve tasks and functional responsibilities by means of esteem, credibility and relationship-building skills.

Compensation:

A competitive compensation package will be provided including an attractive base salary and benefits. Further details will be discussed in a personal interview.

How to Apply

>>>Please submit applications through the [AUArts Career Page](#). The application must include a cover letter and a current CV.

Applications must be submitted in a single PDF document.

Once you have created an account, choose the “Upload Resume” option. You will only be able to upload one file, so **make sure all required material is combined into a single PDF document**. Incomplete submissions may not be considered. Once you have submitted your application, **you will not be able to make changes or add additional documents**. Please visit AUArts [How to Apply](#) page to ensure your application is complete prior to submission.

Applications will be reviewed upon receipt and will continue until the position is filled or the search is closed.

Further information about AUArts is available on our website at www.auarts.ca.

AUArts is an equal opportunity employer and is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversity of the university. We encourage expressions of interest from all qualified applicants for consideration for this or other suitable vacancies although applications from Canadian citizens and permanent residents will be given priority.

The collection of personal information is for the purpose of determining eligibility and suitability for employment as authorized by the Freedom of Information and Protection of Privacy (FOIP) Act, section 33(c). If you have any questions about the collection of your information, please contact our FOIP Coordinator at foip@auarts.ca.

While we thank all candidates for their interest, only applicants selected for an interview will be contacted.