



EXECUTIVE ASSISTANT – START NOVEMBER 2021

The Queen's University Faculty Association (QUFA) was certified as a union in 1995 and represents approximately 1200 faculty, librarians and archivists. QUFA strives to provide individual Members with high quality and timely service while ensuring that their interests are served collectively via the collective agreement and in dealings with provincial and national bodies. QUFA operates with a small, highly skilled staff, and a core group of dedicated Member volunteers.

QUFA invites applications for the position of Assistant to the Executive Director and Executive Team with an anticipated start date of November 15, 2021. The initial contract will be for 6 months to May 15, 2022, and may be renewed to a permanent position pending the successful completion of the probationary period.

The Executive Assistant's primary responsibilities are to ensure the smooth operation of the Association by assisting the Executive Director with formal communications, agenda planning, tracking of the Association's projects and cyclical activities, and assisting with scheduling. In addition, the Executive Assistant will act as a legal assistant to the Grievance Officer in the preparation of books of documents for formal grievances. Familiarity with the work of unions or cognate service organizations will be considered an asset.

The duties of the Executive Assistant will consist of the following and may be amended from time to time as the needs of the Association change:

- Managing formal correspondence with Queen's, external parties and Members, including proofreading, formatting and tracking
- Assisting with Executive, Council and general Member meeting planning including building agendas, liaising with speakers and chairs, and tracking action items
- Assisting the Executive Director and Executive leadership with ad hoc meeting planning and preparation
- Assisting the Executive Director and President with scheduling and travel planning
- Assisting the Executive Director with managing and responding to inquiries
- Assisting the Grievance Officer with preparing materials for grievance and arbitration
- Assisting the Office Administrator and Communications Coordinator to ensure that QUFA communications (website, social media, etc) are up to date

The successful candidate will be skilled in the following specific areas:

- Organization and Planning
- Professional Written Communications
- Managing Sensitive & Confidential Files



In addition, they will demonstrate the following:

- Ability to work with minimal supervision
- Ability to work cooperatively with volunteer members and other staff
- Strong written communication skills
- Advanced Word, Adobe and Outlook skills
- Initiative and good judgment
- Extreme discretion in handling information, documents and queries
- Ability to prioritize workload demands

The successful candidate will have a combination of suitable educational background and working experience. The hiring committee will balance education and experience requirements and encourages those who believe they have the skills and qualities listed above to apply regardless of educational attainment.

Salary will be commensurate with experience and education and will fall within the range of \$65-85,000.

On site attendance will be required for some aspects of the work; some remote work is also possible.

QUFA offers a competitive benefits package and the Staff Employment Policy is available here:

<https://www.qufa.ca/wp-content/uploads/2021/06/2020-04-Staff-Employment-Policy-for-website.pdf>.

QUFA invites applications from all qualified individuals. QUFA is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal peoples, persons with disabilities and LGBTQ persons. QUFA will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you are contacted for an interview and require accommodation during the interview process, please contact Leslie Jermyn, Executive Director, jermynl@queensu.ca, 613-533-3033.

A Cover letter, writing sample (200-500 words), resumé and the names of 3 references should be sent **electronically** to Leslie Jermyn, Executive Director (jermynl@queensu.ca) by October 22, 2021. We thank you in advance for your interest in QUFA but please note that only shortlisted candidates will be contacted for an interview. We will only contact references of those we interview.