

**Associate University Secretary, Laurentian University
Sudbury, Ontario**

Laurentian University is searching for a new Associate University Secretary to provide leadership and support to the Secretariat Office, Board of Governors, and Senior Leadership team.

The Organization

Laurentian University is located within the territory of the Robinson-Huron Treaty of 1850 and recognizes its placement on the traditional lands of the Atikameksheng Anishnawbek, as well as its proximity to Wahnapiatae First Nation.

As Canada's only university with a tricultural mandate, Laurentian offers an outstanding higher education and research experience in English and French, with a comprehensive approach to Indigenous education. Laurentian prepares the next generation of leaders who bring innovative solutions to local and global issues, recognizing that experience is essential to the success of our graduates entering the workforce. The university recently celebrated 60 years since its opening.

Laurentian's vision for the future is as a university focused on the needs of the north and the communities it serves – and for the university to be a nimble space for critical thinking and innovation, where students can reach their full potential, and faculty can push the boundaries of knowledge.

The Role

The Associate University Secretary is the associate corporate secretary to the Board of Governors, and its committees. They have the delegated authority to act in the University Secretary's absence as the University Secretary's deputy. The role is principally responsible for the organization and monitoring of all Board committee and subcommittee work, dealing with Board areas of operation. The incumbent vets and directs proposals from end-to-end in the governance process, ensuring seamless and effective decision-making. They review, develop, and interpret university policy; support the Board's nomination process (for new governors and members of the Board's Committees); and advise senior management, faculty administrators, and staff on governance, policy and procedural matters as needed.

This role holds primary responsibility for managing the Secretariat's day-to-day operations and maximizing resources to achieve a solid governance framework. The incumbent ensures that the Secretariat provides a high-quality service to the leadership of the Board and the University in all matters within the unit's purview. The office prides itself on being the "go to" office for advice and assistance on a wide range of matters and this role is essential to maintaining that goal.

Key areas of oversight and responsibility are:

- **Governance and Policy** – Acting as a delegate to the University Secretary and assisting in the coordination of Board activities, providing guidance to committee and subcommittee chairs, and acting as a subject matter expert on university policies and procedures.

- **Communication and Advising** – Maintaining strong systems to support institutional memory and coordinating timely and comprehensive communication of information to the university community. Responding to requests for information and maintaining official documentation.
- **Leadership and Management** – Providing day-to-day management of Secretariat staff in the absence of the University Secretary.

The Ideal Candidate

As the ideal candidate, you are an experienced leader in governance, public policy, and/or public administration. You have a functional understanding of the bicameral governance structure of Canadian public universities and have proven your ability to leverage your knowledge of parliamentary rules of procedure to guide complex meetings when required. You have exceptional attention to detail, good public speaking abilities and have experience operationalizing best practices in governance, policy development, and the vetting of documents.

Qualifications and Experience:

- A degree, ideally in policy, law, public policy, administration and/or governance (graduate degree preferred).
- 5+ years of experience working collaboratively and strategically with governing bodies, committees or large work groups preferably in an academic setting.
- Knowledge of Board policies and bi-cameral governance preferred.
- Experience working with data systems, privacy, archives, records & information security.
- Demonstrated ability to initiate and implement change while managing multiple projects.
- Staff supervision experience.
- Budget and fiscal management skills.
- Experience with web content management and website development.
- Fluent bilingualism (French and English), oral and written, is required.

You are someone with:

- Meticulous analytical skills with a highly developed ability to analyze issues and devise effective solutions.
- Creativity, empathy, and curiosity as a leader.
- Integrity and objectivity, with sound judgment combined with diplomacy and discretion.
- An influential, collaborative, and consultative leader that builds positive relationships at all levels of the organization.
- Decisiveness combined with a facilitative style and the ability to effectively explain decisions and bring clarity to complex issues.
- Proven ability to provide strategic, effective, efficient, and anticipatory professional support to achieve desired outcomes.
- An optimistic leader who coaches team members, enabling high-quality outcomes.
- Demonstrated oral and written communication skills with an emphasis on proposal development and presentation skills.



Salary: Commensurate with experience

If you are interested in this opportunity, contact Debra Clinton at dclinton@kbrs.ca, Dr. Jennie Massey at jmassey@kbrs.ca, Kyle Steele at ksteele@kbrs.ca, or submit your full application package online at: <https://www.kbrs.ca/Career/16430>.