

EXECUTIVE ASSISTANT AND SPECIAL PROJECTS LEAD

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.

The Executive Assistant/Special Projects Lead (EA/SPL) provides efficient, professional and confidential executive support to the Dean and the Office of the Dean in the Faculty of Education. Duties are broad, varied and often confidential in nature. Daily activities involve interaction with students, staff, faculty and high-level internal and external contacts and exposure to sensitive information requiring considerable use of initiative, tact, diplomacy, discretion, and excellent judgement. The Executive Assistant/Special Projects Lead assesses the importance and urgency of issues or problems that arise, addresses issues, or alerts relevant leadership of potential problems or conflicts. The Executive Assistant/Special Projects Lead is responsible for managing key projects for the Office of the Dean. The Executive Assistant/Special Projects Lead maintains a commitment to supporting sustainability, equity, diversity and inclusion at York University.

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

A post-secondary diploma in relevant field and a minimum four (4) years of related experience providing executive support. Project management experience is required.

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 105368.

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/>