

EXECUTIVE ASSISTANT, OFFICE OF THE DEAN, OSGOODE HALL LAW SCHOOL

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.

PLEASE NOTE: THIS IS A FULL-TIME CONTRACT FROM JUNE 27, 2022 TO JUNE 23, 2023.

This Executive Assistant (EA) acts as the primary contact for the Dean, Osgoode Hall Law School providing pro-active, executive-level, confidential administrative support. The scope of this position is driven by the complex range of responsibilities undertaken by the Dean and is based on an understanding of the confidential and sensitive nature of this role. This includes playing a leadership role in planning, implementing, and managing initiatives and activities that support the Dean's roles both internal and external in the School and University. This position provides administrative, operational, and logistical assistance to the Dean to facilitate and further the Dean's work, agenda, and objectives in a broad range of academic and administrative areas. The EA also acts as a liaison between the Dean and multiple internal and external stakeholders. The EA will be responsible for managing key projects for the Office of the Dean.

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

A University undergraduate degree, preferably in a business, communication, humanities, or social sciences field or equivalent combination of education, experience and a minimum of 3 years current related experience providing a full range of executive support to a senior leader or administrator in a complex institutional environment handling sensitive issues in a proficient and professional manner. Event and project management experience is required. Working knowledge of higher education, University structure and senior administration is an asset.

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 105491.

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