

## University Secretary

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Located in the vibrant Greater Toronto Area, York University is known for championing new ways of thinking that drive teaching and research excellence. York is committed to giving a broad demographic of students access to a high quality, research-intensive learning environment committed to the public good.

The University Secretary is an officer of the university, reporting to the President and serving as a member of the senior executive team, but with an independent fiduciary duty to the corporation and its constituent governing bodies. This individual has oversight of the university's compliance with the York University Act, including the preservation of the university's autonomous governance structure as set out in that legislation.

The University Secretary works closely with the President, Chair of the Board of Governors, the Chair of Senate, senior administration, and committee chairs, to ensure timely input of recommendations and information to committees and to the Board of Governors and Senate. The University Secretary is a signing officer of the corporation and the keeper of the university's seal.

The University Secretary and Secretariat staff are instrumental in the creation of consistent university policies and procedures and are well informed and provide input on the status of proposals as they proceed through the university's decision-making process. The University Secretary undertakes, from time to time, reviews of Board and Senate and their committees as to their effectiveness, and, if necessary, recommends changes to improve the efficacy of governance at the university.

The ideal candidate will be a superb communicator and a highly seasoned professional leader who will thrive in the collegial culture of the University. A University degree in a relevant field, such as public policy, governance and/or public administration is required; a graduate degree is preferred. Demonstrated experience in relevant and/or related roles is required and experience in the higher education sector is preferred. The ideal candidate will have the natural ability to rapidly prioritize as well as execute while exhibiting a sense of urgency, superb judgment, compassion, wisdom and a sense of humor. The individual should demonstrate a history of successfully working with complex structures in a very diverse and highly nuanced environment and the ability to successfully navigate during constant change. The individual will demonstrate tact, calm and diplomacy in deftly handling strong personalities and divergent views. Knowledge of and experience in a unionized environment is an asset. Individuals should bring an understanding and appreciation of, and commitment to, the university's mission of teaching and research, and the professionals who execute on that mission. Fluency in French is an asset.

**If you are interested in this opportunity, contact Amorell Saunders N'Daw or Jackie Nguyen at [YorkSecretary@kbrs.ca](mailto:YorkSecretary@kbrs.ca) or by calling 1-866-822-6022, or submit your application online at: [www.kbrs.ca/Career/13155](http://www.kbrs.ca/Career/13155).**

*York University is an Affirmative Action (AA) employer and strongly values diversity, including gender and sexual diversity, within its community. The AA program, which applies to Aboriginal (Indigenous) persons, visible minority racialized persons, persons with disabilities, and women, can be found at <http://acadjobs.info.yorku.ca/> or by calling the AA office at 416-736-5713. All qualified candidates are encouraged to apply; however, Canadian citizens and Permanent Residents, and others legally entitled to*



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*work in Canada for York University will be given priority. Please advise us of your citizenship in your CV, Cover Letter or by completing the Work Status Declaration form which can be accessed here: <http://acadjobs.info.yorku.ca/affirmative-action/>*

*Applicants wishing to self-identify can do so by downloading, completing and submitting the forms found at: <http://acadjobs.info.yorku.ca/>. Please select the "Affirmative Action" tab under which forms pertaining to Citizenship and AA can be found.*

*In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodation will be provided throughout the recruitment process to applicants with disabilities.*