

# SAIT Students' Association

## Job Description



<b>Job Title:</b>	<i>Administrative Assistant, Governance &amp; Advocacy</i>
<b>Reports to:</b>	<i>Manager, Governance &amp; Advocacy</i>
<b>Direct Reports:</b>	<i>N/A</i>
<b>Position Type:</b>	<i>12 Month Contract, Full-Time Salaried</i>
<b>Category:</b>	<i>Coordinator</i>
<b>Travel Required</b>	<i>Occasional (conferences, training, etc.)</i>
<b>Location of Work</b>	<i>Saitsa Governance &amp; Advocacy Office – SAIT Main Campus</i>

### Job Purpose

Reporting to the Manager of Governance & Advocacy, the Administrative Assistant is responsible for the operational aspects of the Governance & Advocacy (G&A) department and the Board of Directors. The Administrative Assistant ensures a high standard of accurate, timely and impartial dissemination of information and requires a high level of professionalism, leadership and a desire to support student leaders. The Administrative Assistant is the backbone to the department and plays a key role in the department's objective to support our student leaders in their advocacy and governance roles.

### Duties and Responsibilities

#### Board Administration

- Coordinates schedules and meetings for department and Board related business. Involves booking spaces, ordering catering, preparing meeting space, etc.
- Develops, coordinates and distributes agendas and agenda packages, takes and prepares minutes, pursues appropriate follow-up action, and maintains the official records of the Board's business.
- Coordinates/advises on Board's special events, ownership linkage activities and other activities hosted by the Board, including Town Halls and the Annual General Meeting.
- Coordinates and maintains the Board's training manuals, orientation training and teambuilding events, and annual planning.
- In consultation with the Manager of Governance & Advocacy, plans and executes Board retreats/orientations; arranges accommodation, transportation, communications and other details to attending members.
- In collaboration with the department staff, advises on matters of interest and concern to the Board and briefs the President, Vice President and Board Advisor on agenda items for each Board meeting and Committee meeting. As secretary, attends all meetings of the Board and Board committees.
- Collates, reviews and ensures all of the Board members' receipts, expenditures and claims comply with Saitsa's policies and procedures; coordinates the booking of flights, hotels, etc.

### Department/Administrative Support

- Acts as the primary contact for all students seeking support or information from the department and the Board of Directors; requires a constant in-person presence at the G&A office.
- Primary staff responsible for monitoring Saitsa's general contact email, [saitsa.info@edu.sait.ca](mailto:saitsa.info@edu.sait.ca); requires exceptional customer service and a comprehensive understanding of Saitsa and SAIT's services, programs and services.
- Support in the administration of Saitsa's 'chat bot' feature when possible.
- Manages Saitsa's Student Grant Program (reviews applications, communicates with applicants, tracks applicants' receipt submission, submits grant reimbursements, monitors the budget, etc.);
- Support's the department's execution of the election and referendums;
- Coordinates the Co-Curricular Records process for the department;
- Assists the Manager of Governance and Advocacy with the development, coordination, activities and communications for the Board's Alumni Network;
- Assists student leaders with conference planning and preparation, flight and accommodation bookings, etc.
- Ensures the office is stocked with the materials required for printing, event planning, Board support and orientation, etc.
- Effectively plans and executes events, info sessions and promotion booths, and other outreach strategies to promote and encourage membership engagement with governance and advocacy initiatives.

### Leadership

- Inspires, encourages and supports students in their ambitions to pursue leadership opportunities by demonstrating integrity, accountability and commitment to the mission and vision of the Association.
- As the first person that students typically engage with within the department, a friendly, personable and inviting demeanor is required to be successful in this role.

*Completes other special projects as requested by the Manager, Governance and Advocacy.*

### Qualifications

#### Education

Post-secondary education in a related field

#### Professional designation

None

#### Knowledge, skills and abilities

- Strong competency in administrative duties, such as agenda building, minute taking, scheduling and documentation.
- Ability to work effectively and independently in a busy office environment.
- Event planning and execution, which takes into consideration the needs of the members and parameters of the organization.
- Ability to establish and maintain effective and positive relationships with a variety of stakeholders.

- Strong follow through on commitments.
- A desire to want to inspire and engage with students.
- Strong time management as well as excellent organization and communication skills.
- Knowledge of governance and related tools (E.g. Robert's Rules of Order, Parliamentary Procedure, etc.)
- Appreciation and understanding of the purpose and role of Student Associations/Unions in Alberta.

### *Proficiency in the use of computers*

- MS Office proficiency required (Word, Excel, Teams, SharePoint, Power Point)
- Expert in and creative utilization of Outlook
- Internet research and scheduling tools

### **Personal characteristics**

The Administrative Assistant should demonstrate competence in some or all of the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behavior and business practices and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Leadership:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Think Strategically:** Assess options and actions based on trends and conditions in the environment, and the vision and values of the organization.

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### Working Environment

Working environment is primarily in a climate-controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting, frequent reading and computer use. Potential to work some evenings/weekends during high demand periods. Minimal overnight travel to attend conferences and training. This position requires 100% of their office hours to be on-campus, working remotely is not optional for this position.

To apply, please submit all application documents to [alyson.murray@edu.sait.ca](mailto:alyson.murray@edu.sait.ca) by 4pm on Friday March 24<sup>th</sup>, 2023.