

## Executive Assistant

The Carleton University Students' Association is an incorporated, not-for-profit, student-run organization dedicated to enriching the undergraduate student experience through programming, advocacy, and services.

### POSITION DESCRIPTION

<b>Position Title:</b>	Executive Assistant
<b>Reports to:</b>	CUSA President, Vice Presidents & General Manager
<b>Department:</b>	Administration
<b>Hours of Work:</b>	20-25 hrs/week
<b>Salary:</b>	\$20/hr
<b>Contract Date:</b>	Date of hiring until April 30,2020

### OBJECTIVE OF THE POSITION

The Executive Assistant effectively manages and communicates executive projects and initiatives.

### CORE COMPETENCIES

- Effective written and verbal communication skills
- Strong project management skills
- Ability to meet deadlines
- Agility to changes in projects and schedules
- Consistently communicate association-wide executive project progress
- Decision making
- Time management
- Planning and organizational skills
- Initiative and accountability to keep projects on track
- Maintain executive and council policy and procedures
- Independence and teamwork
- Networking and relationship building
- Accountability
- Creative and innovative thinking
- Experience with confidential information

## DUTIES & RESPONSIBILITIES

- Provide support, direction, leadership, coordination, and/or advice to the Executive .
- Assist the Executive in the planning and execution of events, campaigns and other initiatives
- Consistent and continual communication with on-going Executive projects and initiatives to appropriate departments.
- Ability to use judgment to communicate challenges to the appropriate department in a timely manner
- Ensuring that all required documents are published and communicated in a timely manner
- Advise the Executives on media relations, marketing, communications and branding as pertinent to all aspects of their portfolios.
- Be available to attend all council related meetings.
- Aware of ongoing student advocacy issues at Carleton and across the country.
- Coordinate and record weekly executive meetings.
- Coordination of all Executive bookings will be done via the enterprise portal.
- Abide by all CUSA policies and procedures.
- Ensuring the execution of project initiatives including on-site logistics and attendance.
- Perform other duties as required incommensurate with the position and in consultation with the CUSA President or General Manager.

## QUALIFICATIONS/EXPERIENCE

- A valid driver's license and or access to a vehicle is an asset
- Excellent organizational skills
- Must have proven project management skills and experience
- Experience communicating project progress and setbacks
- Minimum one-year experience managing projects or in a related field
- Flexible with the ability to work under pressure and meet deadlines
- Ability to work independently without close supervision
- Proficient in the use of computers, with practical experience in the use of current software applications, i.e. Google Suite, Microsoft Office
- Demonstrated ability to work collaboratively and effectively as a member of a multidisciplinary team

**Please Note: Applicants MUST opt-in to the "Student Life and Success Programs", "Student Opportunities and Space", and "Clubs and Societies" fees at registration to apply for this position.**

## HOW TO APPLY

Are traditional cover letters old school? We think so, instead tell us about yourself, why you want to work at CUSA, and your ideas for the position in a multimedia format (eg, video, blog post, collage and write up, slideshow, audio recording, or any other format you'd prefer). **All applicants must also submit a resume and one reference letter.**

SUBMIT YOUR  
*application*  
VIA EMAIL TO

**Lily Akagbosu** | [pres@cusaonline.ca](mailto:pres@cusaonline.ca)  
Carleton University Students' Association  
401 University Centre Building, 1125 Colonel By Drive  
Ottawa, ON • K1S 5B6 | Phone: 613-520-6688

*deadline*  
**August 23, 2019**

*CUSA values employment and educational equity and welcomes applicants from diverse groups including (but not limited to): women, aboriginal people, people of colour, people with disabilities, international students, and gay, lesbian, bisexual and transgender people. CUSA is committed to ensuring that accommodations are provided in all parts of the hiring process as required under CUSA's accessibility policies, the Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code. Applicants need to make their needs known in advance.*