



A Record of Success: The King's University in Edmonton is a lively, dynamic and nurturing learning environment. King's learning experience is enhanced by the institution's strong commitment to community service and faculty research. King's offers fully accredited three- and four-year Bachelor degrees in the arts, humanities, social sciences, natural sciences, and commerce, as well as a two-year Bachelor of Education after-degree. King's currently serves over 900 students of all ages from a variety of backgrounds from across Canada and abroad, representing a wide variety of nations.

Administrative Assistant: Leder School of Business

Permanent, Part-time, .5 FTE

POSITION SUMMARY

Under the direction of the Dean, the Administrative Assistant will provide support to the business program and department. This key position is responsible for the administrative and coordination of faculty and student initiatives that supports the success of the Leder School of Business and business students. This position has three main responsibilities 1) support the administration requirements of the faculty 2) provide administrative support to the Dean and 3) coordinate and plan logistics of the Leder School of business events and initiatives.

KEY RESPONSIBILITIES

Department Support

- Handle routine correspondence coming into the School of Business both internally and externally, by responding or redirecting as appropriate.
- Maintain central files for the program and events to ensure continuity
- Provide reception duties for the department, welcoming and supporting students and others into the space.
- Ensure department meetings are regularly scheduled and take minutes as required at any meeting
- Assist all faculty, especially sessional instructors, with logistics of course delivery as required
- Communicate to students and instructors as required to ensure the smooth running of the department
- Coordinate routine academic processes and reporting for the Leder School of Business
- Communicate as required Leder School of Business events and initiatives to the University
- Maintain Social Media support for the Leder School of Business, as well as ensure webpage and sharepoint sites are up to date.
- Organize and support committees and other meetings or events.
- General administrative tasks as assigned

Dean Support

- Manage where appropriate, schedule and meeting requests, scheduling reoccurring events, and department meetings
- Support the Dean's administrative requirements such as purchasing, expenses and travel arrangements
- On behalf of the Dean liaise with other departments to ensure Leder School of Business process is effective for the Dean, Faculty and students.

Event Coordination and support

- Assist in planning events and initiatives for the Leder School of business, ensure that reoccurring events are scheduled and communicated as appropriate
- Support business student led initiatives where practicable
- Manage logistic support for events and activities, helping to organize events and people required
- Organize student orientation, competitive case team travel, and grad activities
- Represent Leder School of Business at events as requested/required both internally and externally

QUALIFICATIONS

- At least three years of suitable experience in an administrative position
- Some post- secondary education/ exposure is beneficial
- Excellent command of spoken and written English
- Good word processing, spreadsheet and data base skills
- Ability to maintain confidentiality and exercise discretion
- Ability to work independently and take initiative
- Good communication, interpersonal, and organizational skills
- Strong ability to prioritize personal work and the work of others
- Excellent organization skills
- Experience event planning

A condition of employment is assent to the University's Christian Statement of Faith found at:

<https://www.kingsu.ca/about-us/careers>

Position will remain open until a suitable candidate is found. Forward resumes to:

Human Resources

The King's University
9125-50 Street, Edmonton, Alberta
T6B 2H3

E-mail: humanresources@kingsu.ca. Visit our web site at www.kingsu.ca.

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

The King's University respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.