



The King's University offers an exceptional liberal arts education from a Christian perspective. Located in Edmonton, Alberta, King's serves students from across Canada and around the world. Join a dedicated team who have a desire and common mission to see students grow in a dynamic and nurturing Christian environment. People who love working and succeed at King's serve God gladly, work collaboratively, think creatively, and embrace diversity.

Executive Assistant to the President and Board

Full-time, Continuing

POSITION SUMMARY

The Executive Assistant is a senior administrative professional supporting the President and Board of Governors at The King's University. This trusted role manages the President's Office operations, coordinates governance activities, and facilitates institutional planning and communication. Reporting directly to the President, the role requires sound judgment, initiative, and professionalism in engaging with diverse stakeholders.

KEY RESPONSIBILITIES

Executive Office Leadership

- Provide high-level administrative support to the President, including calendar, meetings, and correspondence.
- Oversee daily operations of the President's Office, including workflow, records, and budget tracking.
- Serve as primary liaison for internal and external communications.
- Coordinate logistics for meetings and events hosted by the President.
- Maintain internal systems (e.g., SharePoint, web presence) and ensure timely follow-up on President's commitments.
- Support information flow and document preparation for the President.

Governance and Institutional Coordination

- Coordinate all Board and committee meetings, including agendas, materials, logistics, and minutes.
- Support Board nominations, onboarding, and maintain governance records and manuals.
- Plan and execute the Annual General Meeting, including materials, invitations, and follow-up.
- Maintain the university's policy library and support regular policy reviews.
- Facilitate communication between the Board Chair, President, and senior leadership.

Institutional Meetings and Planning Coordination

- Organize and support leadership meetings (e.g., President's Council, ELT), including agendas, minutes, and follow-up.
- Assist with timelines, deliverables, and documentation for university-wide initiatives.
- Use project management tools to track progress and outcomes of cross-functional projects.
- Publish updates on strategic priorities and support internal communication and alignment.

Communications and Correspondence for the President's Office:

- Draft and edit communications on behalf of the President, including letters, memos, and reports.
- Respond to routine inquiries and ensure messaging reflects institutional tone.
- Collaborate with Marketing to ensure consistency in institutional communications

QUALIFICATIONS

- Post-secondary degree or equivalent combination of education and experience; training in administration, communications, governance, or project management is an asset.
- Minimum of 6–8 years of experience in executive-level support or administrative coordination, preferably in a post-secondary or public-sector environment.
- Familiarity with board processes, institutional governance, and records management best practices.
- Demonstrated project management skills, including the ability to coordinate timelines, track progress, and follow through on complex initiatives.
- Excellent writing, editing, and organizational skills.
- High attention to detail and ability to manage multiple priorities calmly and effectively.
- Strong interpersonal and relationship-building skills; able to work with professionalism and discretion in confidential settings.
- Proficiency in Microsoft 365 (Outlook, Word, Excel, PowerPoint, SharePoint) and comfort working with digital scheduling and document-sharing tools.
- Professing Christian able to sign King's Statement of Faith

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

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

The King's University follows a standardized salary grid. The salary range for the position is \$70,720 - \$86,977/yr dependent on qualifications and experience. A comprehensive benefit package, pension, and generous vacation and time off are provided.

Position will remain open until a suitable candidate is found.

Apply by submitting a resume and cover letter through our online portal at [kingsu.ca/about-us/careers](https://www.kingsu.ca/about-us/careers).

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.