

STUDENTS' GENERAL ASSOCIATION ASSOCIATION GÉNÉRALE DES ÉTUDIANT(E)S

Administrative Assistant to the Executive

Location: Laurentian University Students' General Association

Salary: \$14/hr 10 to 15 hours a week

Full/Part Time: Part-time

Reports to: Chief Operating Officer

Desired Start Date: TBD

Closing Date: September 24th, 2018

The SGA/AGÉ is looking for an Administrative Assistant to support the Executive. Duties of the Administrative Assistant include but are not limited to policy development, recording minutes at Board Meetings, assisting with communications and meeting arrangements, tabling advocacy and event booths, and event planning.

The ideal candidate should have excellent oral and written communication skills in both English and French and should have an understanding of policy writing. They should also have a strong working knowledge of Microsoft Office Suite and Google Drive and Docs.

Responsibilities

- Research and write policy
- Organize and schedule appointments
- Assist in the preparation of regularly scheduled reports
- Set up and run advocacy and event booths
- Recording meeting minutes
- Event planning

Requirements

- Strong communication skills in English and French
- Working knowledge of Google Drive and Docs
- Ability to work independently and in teams
- Research and policy development skills
- Strong organizational skills
- Strong interpersonal skills
- Ability to multi-task
- Detail oriented
- Public speaking an asset

** The SGA/AGÉ is an equal opportunities employer however, preference will be given to our membership.*

All applicants are asked to submit a resume and cover letter motivating themselves for this position to sga@laurentian.ca.