

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



Administrative Assistant

Location: Laurentian University Students' General Association

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

Reports to: Chief Operating Officer

Desired Start Date: January 7th, 2019

Closing Date: 12:00 pm November 26th, 2018

The SGA/AGÉ is looking for an Administrative Assistant to support the President and 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 such as agenda preparation, and tabling advocacy and event booths.

The ideal candidate should have excellent oral and written communication skills 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.

Important dates

The SGA/AGÉ has regularly scheduled Board meetings at the following dates and times and attendance is required as part of the position, please ensure there are no scheduling conflicts.

- January 30th, 2019 7:00pm – 9:00pm
- February 27th, 2019 7:00pm – 9:00pm
- March 27th, 2019 7:00pm – 9:00pm
- April 24th, 2019 7:00pm – 9:00pm

Responsibilities

- Research and write policy
- Board meeting preparation and agenda creation
- Assist in the preparation of regularly scheduled reports
- Recording meeting minutes

Requirements

- Strong written and oral communication skills
- 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

Assets:

As the SGA/AGÉ is a bilingual organisation French communication skills are considered an asset.

All applicants are asked to submit a resume and cover letter to sga@laurentian.ca.