

JOB POSTING

Position summary:

Position: Office Coordinator – Governance

Date Posted: May 15, 2017

Job Type: part-time, Permanent (16 hours per week)

Application Deadline: May 29, 4:00 PM

Start date: June 12, 2017

Salary: 22.06/hour, 16 hours per week

Number of Positions: 1 of 2

Job description:

The University of Victoria Graduate Students' Society (GSS) is a non-profit society representing the interests of 3,000 masters and doctoral students at the university. The GSS offers many services including a health and dental plan, social and academic events, bus pass, peer support, and advocacy to improve policies affecting graduate students.

The Office Governance Coordinator is jointly responsible for initial contacts made at our office, booking catering functions, and ensuring smooth internal & member communications with the Office Outreach Coordinator. The Office Governance Coordinator is additionally responsible for administrative support to the management of the society governance structures specifically the Graduate Representative Council and subcommittees

Duties

Referrals and Communications (shared duties)

- first point of contact (via phone, email, and in person) for members with questions about the Society, its services and programs
- assist in orienting new students UVic, and with policies in BC and Canada when from outside BC
- referral of students to relevant people within the GSS and departments of the university
- manage displays and distribution of materials
- read, understand and interpret university policies
- provides logistical support to training and informational events for members

Administration (shared duties)

- coordinate all room bookings, maintains room booking system, handles queries about basic catering requests
- handle confidential materials

- manage repair requests for building maintenance
- coordinates
- maintain records and provides reports on use of services
- distribute mail
- maintain presentable work environment

Cash Counting

- performs weekly cash counting, prepares and makes Credit Union deposits for GSS service including Grad House Restaurant

Governance & Records

- administrates GSS Department Grants process
- coordinate calls for committee candidates, maintain information on committee vacancies and representatives and elections to university committees
- providing administrative support for elections where appropriate
- supports the Executive Director in developing and maintaining resources for committee meetings
- supports organizational transparency by coordinating graduate representative council & subcommittee records
- format, edit, print, compile and upload approved minutes to the GSS connect and website in a timely fashion

Qualifications:

Service oriented

- exercising initiative, good judgment, tact and diplomacy
- friendly and welcoming
- strong listening skills
- patience

Demonstrated experience in administration

- confident using multi-line phones, email and reception
- proficient using Windows 8, Outlook email client and calendars, Excel and Word templates
- maintaining administrative procedures and consistent systems
- Possesses a high degree of accuracy and attention to detail

Effective communication skills

- cross cultural communication skills
- ability to explain policies and procedures to people unfamiliar with UVIC and the GSS
- ability to listen and interpret concerns from students unfamiliar with university and health insurance terminology
- familiar with graduate studies, the UVic systems and medical office environments is an asset

Organizational skills

- ability to organize workload efficiently to meet deadlines and to keep others organized often with multiple demands and regular interruptions
- independent work, to problem solve and to make decisions in an office environment
- problem solver/solution oriented

Governance skills

- Confident using Roberts Rules of order
- Experience in a not-for-profit environment, membership-based board/committee driven organization
- Skilled at taking, producing minutes

Schedule:

Tuesday & Wednesday: 1 pm to 4:30 pm

Thursday: 9:00 am to 12:30 pm

Friday: 11:00 am to 3:30 pm

16 hours per week with an additional 3 hours once a month on Tuesday evening.

How to apply:

Application Deadline: May 29, 4:00 PM

Please send your resume and cover letter attention to: Ms. Brandy Sistili, Operations and Service Manager via email using a single PDF attachment for both letter and resume, and the subject line "Office Coordinator: Governance ", to gsscomm@uvic.ca

Only candidates considered for an interview will be contacted.

This is a unionized position and there is an internal candidate suitable for this position.