

Company: Mount Royal Faculty Association (at Mount Royal University)
Job Title: Office Assistant (Part-Time)
Closing Date: September 19, 2017
Position Start Date: November 6, 2017
MRFA Website: www.mrfa.net
Location: Calgary, Alberta

The Mount Royal Faculty Association (MRFA) is the union representing all academic staff at Mount Royal University. We are seeking a detail oriented person to join our office team in order to facilitate the work of the MRFA and provide information and services for our members. This position commences on November 6, 2017 and provides various holidays, including paid vacation over the summer period of June 15th – August 14th.

Position Description:

Under the direction of the President of the MRFA, the incumbent is required to provide courteous, prompt and efficient service to the MRFA, its President, its Executive Board, its committees and its membership. The incumbent is responsible for office duties as outlined in this position description.

Responsibilities:

- Manage and provide information to MRFA members
- Maintain the membership database and other filing systems
- Provide support to the President, the MRFA Executive Board and Committees
- Coordinate meetings of the Association and take minutes
- Maintain the office operations of the Faculty Centre
- Maintain up-to-date knowledge of relevant MRFA documents and resources

Requirements:

- Superior skills in typing and with Microsoft Word, Excel, Publisher, PowerPoint and other office productivity software, as well as Google applications including Gmail and Google Calendar. A skills test will be part of the selection process.
- A high school diploma or equivalent and training in office administration are required. A business diploma or equivalent combination of education and experience would be considered an asset
- Excellent oral and written communication skills are required. The incumbent must be able to communicate courteously and effectively with faculty, MRFA staff and employees of the University. Excellent interpersonal skills are required and all interactions must be handled with tact and diplomacy. MRFA and member information is confidential, which requires discretion from the incumbent. The MRFA, and the University more generally, provide an environment in which all employees share in the rights and responsibilities to ensure a respectful workplace.

Preferred Experience:

- A minimum of 2 years' experience as an Administrative/Office Assistant is preferred
- Experience providing administrative support to committees, including experience as a recording secretary preparing meeting agendas and taking meeting minutes, is highly desirable
- Experience working in a post-secondary institution directly supporting faculty is desirable

Physical Demands:

The incumbent is required to spend extended periods at a computer workstation. Scanning, filing and other duties require a moderate degree of bending, lifting and carrying.

Mental Demands:

Performing the responsibilities of the position requires attention to detail, problem solving, self-direction and effective prioritization of tasks in a complex and demanding work environment, with minimal direct supervision, and can require performing under high stress conditions and tight timelines. MRFA and member information is confidential, and requires discretion from the incumbent.

Hours: Monday – Thursday, 12:00 – 5:00pm

Paid Holidays: All University Holidays and the Winter and Summer breaks.

Salary The position is 20 hours per week starting at 22.86/hour with annual increments, an additional payment in lieu of pension, and opportunities for overtime with time in lieu. Health and dental benefits will be provided after the probationary period.