

Background

The Executive Assistant (EA) reports to the Executive Director. The EA will help the Executive Director with office tasks that relate to the SGPS health and dental plan, finances, office administration and customer service. This is a full-time position. The EA will work Monday to Friday from 9:30 a.m. until 4:30 p.m. The regular work week is 5 days from Monday to Friday. Starting mid-May and ending mid-August, the EA will have a regular work week of 4 days from Monday to Thursday. Start date for the successful applicant will be Tuesday August 3rd, 2010.

Responsibilities

- Assist with the administration of the SGPS health and dental plan
- Assist in scheduling meetings
- Work in concert with the VP Finance to help with bursary applications
- Maintain schedules, documents and contact lists for SGPS and University Committees
- Advertise and fill open committee seats.
- Research and prepare documents for Executive members
- Assist in organizing and filing important paperwork
- Assist SGPS Front Desk staff during peak times
- Other tasks as given by the Executive Director

Job Requirements

- Excellent organization skills
- Ability to multitask and think critically
- Excellent communication and interpersonal skills
- Some financial/book-keeping experience
- Experience with health and dental plans is a bonus
- Familiarity with office computer software
- Familiarity with Queen's University and professional/graduate student issues

Remuneration

The Executive Assistant has a starting salary of \$31,000 per year (which includes 4% vacation pay). In addition, the SGPS will cover the cost of health and dental insurance for the Executive Assistant. The Executive Director and the SGPS Executive will negotiate vacation time and sick time with the successful applicant.

To Apply

To apply for this position, please submit a resume and cover letter to the attention of Sean Richards, Executive Director. Resumes and cover letters should be submitted to info@sgps.ca. Alternatively, you can submit your application documents in hard copy at the SGPS office.

Applications are due Wednesday June 2, 2010

Applicant must be available for interviews during the week of June 7, 2010.