



# Employment Opportunity

## Governance Executive Assistant

### Position

Are you looking for an opportunity that's more than just a job? Come and work with one of the most vibrant and successful Student Unions in Canada! The University of Manitoba Students' Union is currently seeking an energetic, teamwork orientated Executive Assistant. The principle responsibility will be to support the President and Vice-Presidents of the Union. Regular office hours are Monday-Friday, 8:30 a.m. - 4:30 p.m.

*A resume must be accompanied by a cover letter to be considered. Only Candidates chosen for an interview will be contacted. Salary level to be negotiated with the selected candidate based on experience, capabilities, and other factors.*

### Responsibilities

**Position reports to: UMSU President**

1. Schedule all governing body meetings/logistics
2. Ensure all documents related to governing body proceedings are properly produced, distributed, filed, and preserved
3. Ensure all Executive driven activities are properly planned
4. Coordinate the production and dissemination of Executive directed communications and messaging
5. Coordinate Council Secretary minute taking activities
6. Coordinate Council/Faculty Election activities
7. Coordinate Executive travel activities
8. Coordinate annual transition activities for the outgoing/incoming Executive
9. Other duties as assigned

### Qualifications

1. Post-Secondary Bachelor's degree or 3 - 5 years' equivalent work experience
2. Significant experience coordinating work activities, scheduling and document production/maintenance
3. Excellent interpersonal communication skills; exceptional verbal and written communication skills
4. Ability to simultaneously coordinate and organize multiple working groups
5. Excellent computer skills, i.e. Microsoft Office
6. Maintain a high level of discretion and confidentiality for both business and personal affairs of the Executive
7. Be comfortable operating in fast paced, performance oriented environment
8. Strong analytical and problem-solving skills
9. A positive, upbeat personality, high energy, "can do" attitude
10. This role, at times, may be required to participate in after-hours activities

### Salary

**Commensurate with Experience** Fulltime

**Full Benefits  
Package**

***Interested applicants should forward their cover letter & resume to:***

UMSU President  
University of Manitoba Students' Union Room 101 University Centre  
University of Manitoba Winnipeg, MB R3T 2N2  
Fax: (204) 269-1299 E-mail: [hiring@umsu.ca](mailto: hiring@umsu.ca)

***To request a copy of the Position Description, contact [UMSU@UMSU.ca](mailto: UMSU@UMSU.ca)***

**Application Deadline: July 27, 2018 4:00 PM**

*For more information about the University of Manitoba Students' Union, please visit our website at [www.umsu.ca](http://www.umsu.ca)*

**The University of Manitoba Students' Union is an equal opportunity employer.**