POSTING
Assistant to the Dean

Deadline to apply : August 19, 2022, 11:59pm
Posting number : JR0000029237
Hiring unit : McGill Library (Office of the Trenholme Dean of Libraries)
Work schedule : Monday to Friday 9am to 5 pm

Position summary:
Provide executive level support to the Trenholme Dean of Libraries. Provides leadership to manage effective systems and protocols within the Dean’s office. This includes performing and/or organizing activities in support of the daily operations of the Office of the Dean, by ensuring that administrative services are carried out in accordance with established goals and objectives. It includes managing the Dean’s calendar, conducting research in order to prepare briefing materials, organizing travel, managing the Dean’s tasks and preparing confidential and sensitive communications. Work closely with several units including University Advancement, the Office of the Provost and Vice-Principal (Academic) and the Secretariat.

Primary responsibilities:
• Organize and direct all activities associated with the Office of the Trenholme Dean of Libraries including communication, professional and other engagements; travel and participation in academic life; prepare documentation and background briefs, as required.
• Provide proactive assistance to the Dean including agenda management, scheduling individual and group meetings, assist in forward-planning and advise of impending deadlines.
• Functions as a gatekeeper to assure prioritization of the Dean’s time. Responds to a wide variety of general inquiries from faculty, staff and patrons, regarding the Library policies, procedures and practices. Answers questions or provide referral to appropriate resource person. Record, file and/or forward as appropriate all incoming internal and external paperwork, emails and telephone calls in a prompt and professional manner.
• Deal with sensitive and confidential information in the absence of the Dean. Use judgment and initiative in prioritising responses and issues.
• Verify expense reports and Travel & Staff Development forms for Dean’s signature.
• Keep notes and minutes, and accountable for the follow up of business. Liaise with committee members, guest speakers, visitors and donors.
• Liaise with central senior administrative and other units, e.g. Provost’s Office, Secretariat, Academic Personnel to ensure timely management of files pertaining to research grants, tenure and re-appointment applications.
• Provides research, analysis to prepare briefing materials for the Dean, for various workgroups/taskforces and Committees for which the Dean has been nominated to, on behalf of the University.
• Make travel and accommodation arrangements.
• Undertake special projects pertaining to the administrative operations of the unit such as developing and managing database of contacts for fundraising, taking minutes or notes of meetings and planning promotional campaigns or events.

Other qualifying skills and/or abilities:
• Demonstrated high degree of discretion and decorum.
• Demonstrated organizational skills.
• Proven leadership, initiative, determination and creativity in solving problems. Ability to work independently and manage multiple projects.
• Strong communication skills and ability to interact positively and effectively on a professional level with internal and external parties.
• Demonstrated in depth familiarity with department heads and hierarchy. Proven experience in handling academic affairs, administration and budgeting.
• Demonstrated ability to work in a computerized environment, word processing, spreadsheets, databases, presentations.
• English and French, spoken and written.

APPLICATION PROCEDURE

Internal Candidates: Current McGill employees must apply via internal postings on Workday. These are accessed using the ‘Find Jobs’ report in Workday under the “Careers” application. Please refer to the job aid: Applying at McGill Guide for Internal Candidates

External Candidates: Applicants who are not current McGill employees must apply via external postings on Workday. Use the filters on the left-hand side to focus your search. The website will direct you to create a Workday account. Please note you must use a personal email address when creating this account. Do not use @mail.mcgill.ca or @mcgill.ca email addresses. Applicants must use their legal name when creating an applicant account on Workday. Please refer to the job aid: Applying at McGill Guide for External Candidates

COMMITMENT TO EQUITY AND DIVERSITY

At the McGill Library, we are committed to fostering an inclusive, accessible environment, where everyone feels valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of our community.
McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome and encourage applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill further recognizes and fairly considers the impact of leaves (e.g., family care or health-related) that may contribute to career interruptions or slowdowns. Candidates are encouraged to signal any leave that affected productivity may have had an effect on their career path. This information will be considered to ensure the equitable assessment of the candidate’s record.

McGill implements an employment equity program and encourages members of designated equity groups to self-identify. It further seeks to ensure equitable treatment and full inclusion of persons with disabilities by striving for the implementation of universal design principles transversally, across all facets of the University community, and through accommodation policies and procedures. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, Professor Angela Campbell, Associate Provost (Equity and Academic Policies) by email or phone at 514-398-1660.

All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadians and permanent residents will be given priority.