Job Category:
Temporary assignments for administrative support and technical positions

UNIONIZED POSITION COVERED BY THE MUNACA-PSAC BARGAINING UNIT

Position Summary:
Under the direction of the immediate supervisor, oversees the day-to-day operations of a unit and make recommendations to improve unit efficiency. May organize, distribute and verify the work of a small group. Acts as the main contact for policies and procedures, resolves complex problems, instructs others. Authorizes and is signing authority for electronic forms and other documents related but not limited to employee salaries, benefits, pension, records and payroll. Provides comprehensive support to the organization of major conferences/meetings. Liaises with external organizations and government agencies. Responsible for documents and files of the unit. Maintains computerized information systems.

Duties and Responsibilities:

- Oversees the day-to-day operations of the unit/department. Establishes priorities and schedules of projects. Participates in the development and implementation of projects, work methods and procedures. Recommends procedural changes to improve unit efficiency, including recommendations on staff requirements. Follows up on and ensures appropriate implementation of decisions made by supervisor;
- Ensuring that all standards are met and procedures are followed, organizes, distributes and verifies the work of a small team and participates in their training;
- Acts as resource person regarding the unit’s policies and procedures. Resolves complex problems within area of responsibility. Consults relevant documentation and liaises with appropriate resource persons to obtain and provide information on diverse and complex issues;
- Consults relevant documentation and liaises with appropriate resource persons to obtain and provide information on diverse and complex issues;
- Updates, prepares and coordinates publication of documents such as publicity brochures, departmental handbooks, and annual reports. Drafts correspondence and other short documents of a complex nature. Formats documents and edits for grammar, spelling and accuracy. Takes notes and types various documents such as correspondence, reports, memos. Signs certain documents;
- Prepares budgets or budget proposals. Makes on-going recommendations. Administers accounts for unit. Monitors and reconciles various accounts, statements, and reports. Identifies and analyses discrepancies and errors. Corrects errors and follows up on problems. Records expenses and provides account statements on request;
- Maintains supervisor’s agenda. Sets up appointments, reminds supervisor of appointments and organizes schedule according to priorities;
- Schedules special meetings, contacts participants, prepares relevant documentation and books meeting rooms. Assists with preparation of agenda. Attends meetings, takes minutes, and follows up on decisions within area of responsibility;
- Coordinates arrangements for large and complex events such as symposia and conferences. Makes travel arrangements.

The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks, which may be performed by an employee whose position has been matched to this generic job description.

Education and Experience:
DEP (Secretarial/Office Systems)
Four (4) years' related experience

Other Qualifying Skills And/Or Abilities:
University degree is an asset. Ability to work autonomously and as part of a team.; Must be able to demonstrate a high level of professionalism and discretion at all times; Proven experience dealing with a variety of high-profile external and internal clients; ability to build constructive and effective relationships; Proven experience with administering complex, multi-faceted agendas; Must be able to prioritize multiple requests, including the ability to conduct comprehensive evaluation of issues, to determine priorities and meet deadlines; Attention to detail; Demonstrated ability to resolve problems; Experience in a high volume office. Excellent organizational and effective communication skills; proven ability to compose, proofread and edit correspondence and reports using appropriate spelling, grammar and punctuation; Proven flexibility in order to adapt to frequent changes and demands; Demonstrated ability to take minutes at meetings and assemble agendas; Experience with event planning; Knowledge of University policies and use of systems would be an asset (Banner/Minerva/FAMIS, electronic filing practices); Proven experience to create and update websites and design brochures. An interest or experience in global health, public health is an asset. Demonstrated ability to work in MS Office (such as Word, Excel, PowerPoint, Publisher, Acrobat, Corel Draw, Photoshop); English and French, spoken and written.

**Additional Information:**

Testing will be administered

**How to Apply**

Please submit your application online at [http://www.mcgill.ca/medhr/positions-available/apply-now](http://www.mcgill.ca/medhr/positions-available/apply-now)

Click on “APPLY NOW” and clearly indicate the reference number.

The deadline to apply for this position is October 29, 2019 at 5:00 PM.

*Current employees*: please indicate your McGill ID number in your application.*

We thank all applicants for their interest in McGill University. However, the Faculty of Medicine will only contact applicants selected for an interview.

In order to maintain internal priority, McGill employees must apply within the delays specified in the MUNACA collective agreement for positions covered by the collective agreement or according to the personnel policies for positions covered by the personnel policies.

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome 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 implements an employment equity program and encourages members of designated groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, accessibilityrequest.hr@mcgill.ca or 514-398-3711.

**Faculty/Unit:**

Faculty of Medicine
McGill Global Health Programs

**Salary Range:**

$24.21- $33.37

**Hours:**

33.75

**Duration:**

Six (6) months

**Reporting to:**

Associate Director, Administration

**Reference no.:**

CR0101

**Post Date:**