



Position Profile

Position Title: Executive Assistant

Reporting Structure: Reports directly to the Executive Director

Organizational Status: Part-time permanent

Compensation: \$17 hourly (15 hours a week – flexible schedule)

Application deadline: April 29, 2011

Position Summary: The Alberta Students' Executive Council (ASEC) is currently seeking a part-time Executive Assistant to manage the internal administrative aspects of ASEC. The Executive Assistant will be responsible for financial record keeping, office organization, maintaining the files of ASEC, and providing administrative support for the Executive Director. The Executive Assistant plays a key strategic administrative role for ASEC.

Duties: The Executive Assistant is required to perform the following tasks:

Document & Knowledge Management

- File and maintain ASEC's physical records
- Create, organize and maintain relevant templates, documents and records within a cloud-based storage system
- Maintain internal wikis and microsites
- Record minutes at all ASEC meetings in Edmonton and teleconference calls

Administrative & Executive Support

- Assist the ASEC Executive Director in planning conferences and retreats; act as liaison between Executive Director, conference hosts and vendors
- Assist in managing calendar of the Executive Director;
- Assist in booking transportation for the Executive Director and Executive Committee;
- Maintain office supplies, furnishings and equipment as required;
- Handle all mail relating to the administrative operations of ASEC;
- Become knowledgeable about the internal procedures of ASEC, its governance procedures and its resolutions that relate to the internal operations of the organization.
- Ensure all administration functions meet the requirements of these documents;
- Assistant in managing special projects and handling other duties as required.

Accounting Support

- Prepare invoices, cheque requisitions and VISA reconciliations
- Track ASEC's income and expenditures against operating budget; and ensure that both are maintained in accordance with the line items, financial policies and allocations set out by the ASEC board of directors;
- Assist in the preparation of year-end reports, and year-end audit.

Qualifications:

- A post-secondary certificate, diploma or degree
- Relevant experience in office administration a must;
- Familiarity with cloud-based storage systems, social media and digital project management tools highly desired;
- Excellent time management, organizational and communication skills;
- Able to work independently and collaborate remotely, as needed;
- Previous experience working with student advocacy or not-for-profit organizations considered a bonus.

How to apply: Send cover letter and resume via email to ed@albertastudents.ca

Paper applications can be mailed to:

Alberta Students Executive Council
#209
10080 Jasper Avenue
Edmonton, AB T5J 1V9

We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.