

JOB OPPORTUNITY NOTICE

Executive Assistant to Superintendent of Student Achievement with a Family of Schools

PASS Grade 3 \$62,104 to \$69,900 (two positions available)

Reporting to a Superintendent of Student Achievement with a Family of Schools, the incumbent will provide confidential administrative support related to the Superintendent's portfolio of responsibilities including school and system responsibilities. The incumbent will act as the front-line representative and a key liaison between trustees, superintendents, school administration, managers, system leaders, parents, employee groups, community partners and the Superintendent's office. The incumbent is a pro-active systems thinker who can effectively manage multiple tasks, shifting priorities and urgent timelines while maintaining strict confidentiality with all information shared verbally, written, internally and externally.

Duties include, but are not limited to:

- Receive and respond to inquiries and concerns, both verbal and written, from internal and external stakeholders on behalf of the Superintendent
- Research and compile required information for meetings, reports, inquiries, agendas and presentations on behalf of the Superintendent
- Plan and co-ordinate meetings, activities, and events related to the Superintendent's portfolio of school and system responsibilities
- Schedule the Superintendent's calendar
- Maintain confidential files and records, including budget reports
- Provide administrative support for Board committees
- Supervision of clerical staff as required
- Provide relief support / coverage in the event another Executive Assistant is absent

Qualifications / Skills:

- A community college diploma/certificate in Office Administration or related field of study
- Minimum five years of relevant experience
- Comprehensive knowledge of Ministry of Education and Board policies and procedures

- Knowledge and understanding of the complex and reciprocal connections among different elements of the organization
- Demonstrated management, planning, organizational, analytical and problem solving skills
- Highly developed interpersonal skills with an emphasis on teamwork, conflict resolution and client service
- Excellent written and verbal communication skills, attention to detail and high level multi-tasking abilities
- Adaptability to support the Superintendent of Student Achievement and Executive Council in a collaborative team environment with other Executive Assistants
- Availability and flexibility to work outside of regular business hours when required

Deadline for submission is 4:00 p.m. on Wednesday, January 29, 2020.

Please apply to: Melanie Kivell, Human Resources Staffing Officer
Hamilton-Wentworth District School Board
20 Education Court, P.O. Box 2558
Hamilton, Ontario L8N 3L1
email: mycareerPASS@hwdsb.on.ca

Hamilton-Wentworth District School Board is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Board is committed to providing accommodations throughout the recruitment and selection process. If you require accommodation, please notify us in advance and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.