

PACIFIC COAST UNIVERSITY FOR WORKPLACE HEALTH SCIENCES

JOB DESCRIPTION

POSITION: Senior Academic Administration Assistant and Policy Support Coordinator
Part-Time (20 hours per week)

LOCATION: Port Alberni, BC Office

REPORTING TO: VP Administration

MISSION STATEMENT OF PCU-WHS

The University is a statutory not-for-profit post-secondary degree granting and research institution for the special purpose of disseminating and creating new knowledge including applied research in the fields of workplace safety, health, disability management, rehabilitation and disability leadership studies. It is committed to excellence in teaching and research, scholarship and service to the broader community.

RESPONSIBILITIES OF THE POSITION

- Provide academic administrative support to the Chief Academic Officer, the Executive Director of the Centre for Workplace Health Excellence, the Academic Council, the International Research Advisory Council (IRAC), and other Committees as required.
- Organize virtual and in-person meetings of the Academic Council and IRAC, and take detailed minutes of meetings.
- Maintain centrally organized records for Academic Council and the IRAC.
- Provide administrative expertise in developing, implementing and maintaining institutional policies and procedures.
- Develop, review and update policies, ensuring they are current, compliant, and accessible.
- Conduct research, compile data, and prepare reports on emerging trends, and provide recommendations for improvement in policies and practices.
- Respond to enquiries/correspondence as required.
- Other administrative duties as assigned.

SKILLS REQUIRED

- Bachelor's degree in administration or business.
- Minimum of 5 years previous demonstrated experience, preferably in post-secondary or academic environment.
- Excellent communication (written and verbal) and liaising skills with senior levels of business, labour, and government.
- Superior organizational skills required for the coordination of meetings / functions / events.
- Proficiency in technical skills with Microsoft Office Suite and experience with database management systems.
- Ability to handle confidential, sensitive information with tact and professionalism.
- Ability to work independently and in a team environment.
- Ability to manage multiple, competing priorities and meet strict deadlines.
- Be familiar with academic as well as labour and management.
- Possess problem-solving and decision making skills.
- Attention to detail as well as managing the volume and variety of work.
- Discretion, diplomacy and confidentiality.

SALARY RANGE

The salary will be determined based on previous directly related experience.

Annual salary range for the position is: \$60,000 to \$75,000 FTE (to be pro-rated for part-time).

PCU-WHS is an equal opportunity employer.

Please send resume to:

PCU-WHS
4755 Cherry Creek Road
Port Alberni, BC
V9Y 0A7
Email: info@pcu-whs.ca
Web: www.pcu-whs.ca