



POSITION DESCRIPTION – EXECUTIVE ADMINISTRATOR

CLASSIFICATION – ADMINISTRATION

REPORTS TO – GENERAL MANAGER

JOB SUMMARY: The Executive Assistant is responsible for assisting the Executive Council, General Assembly, and ULSU Staff. Areas of responsibility include but are not limited to: Creating agendas and minutes, reference for policies and bylaws, research, record keeping, data entry, committee work, assist with student election and transition, advocacy support, business development, board orientation, and general support staff as necessary for the Students' Union.

MAJOR WORK ACTIVITIES AND RESPONSIBILITIES:

MEETINGS:

- Assist the President/Chair in the organization of Executive Council and General Assembly meetings.
- Prepares and distributes agendas and minutes, attends meetings as requested.
- Keeps the minutes well organized, accessible, complete, and easy to locate.
- Secretary for additional committee meetings such as the Business Liaison Committee, Clubs Council, CASA and CAUS sessions, Changeover Dinner, etc.
- Set-up meetings and oversee scheduling for the Executive Council and staff.
- Acts as a reference for questions regarding Robert's Rules.

POST- SECONDARY ADVOCACY

- Attend CASA and CAUS meetings and conferences.
- Acts as support for the President and VP External regarding student advocacy.
- Policy and Bylaw contribution and advisement.

CLUBS/UNIVERSITY GROUPS OR DEPARTMENTS

- Ensures that all club documentation is accurate and up-to-date.
- Attends monthly Club's Council meetings and is responsible for creating the agendas and minutes.
- Assists in creating office newsletters, handouts, flyers, spreadsheets.
- Assists the General Manager with tenant communication, leases, and contracts, UPASS, and miscellaneous administrative tasks as assigned.

- Willing to help with club and SU event planning.
- Assist with research, analytics, inventory and development as requested for SU businesses such as the Zoo and Rockerman's.

ELECTIONS

- Create election booklets and handouts and ensures all election materials are accurate and current.
- Assists with the election town halls, voting protocols, candidate agreements, campaigning issues, and general election operations.
- May act as the election Chief Returning Officer as needed.

TRANSITION/CONTINUITY

- Ensures that all ULSU data, records and files are maintained to professional, legal, and confidential standards.
- Facilitates between the SU staff and the Executive Council to assist in the development and pursuit of organizational goals within the mandate of the ULSU.
- Responsible for Board orientation and transition for all incoming Executive Council and General Assembly members. Assist in planning the annual Transition Retreat.
- Update and maintain all transition documents, and responsible for transition sessions.
- Responsible for the Students' Union committee placement for the Executive Council and General Assembly.

CONSTITUTION, BYLAWS, AND POLICIES

- Maintains a working knowledge of the Operations Manual.
- Responsible for updating the Constitution, Bylaw, and Policy manual.
- Participates and responsible for minutes in the Strategic Planning and Legislative Review Committees.
- Maintains an ongoing file throughout the school year with pertinent information to include in the ULSU Reference Manual.

GENERAL ADMINISTRATIVE DUTIES

- Assists the staff and Executive Council by researching requested information for SU initiatives.
- Responsible for maintaining SU document archives.
- Creates the annual Year-In Review report.
- Assists with promotion and event information and supports on site when needed.
- Responsible for submitting cheque requisitions and assist with invoicing.
- Assists the Executive Council with travel and accommodations for attending conferences.
- Assists with various administrative tasks for the SU Accountant.

- Responsible for assisting with customer service in the SU office.
- Flexible and willing to take on miscellaneous tasks as assigned to support SU logistics and operations in general.