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**Laurentian University**  
**Université Laurentienne**

## Career @ LU

**Laurentian University is committed to equity in employment and encourages applications from all qualified applicants including women, aboriginal peoples, members of visible minorities, and persons with disabilities.**

**Group :** APAPUL

**Required :** Executive Secretary  
Office of the University Secretary and Counsel  
**Part-Time – 20 hours per week**

**Responsibilities :** Reporting to the University Secretary and Legal Counsel the part-time executive secretary will provide support in addition to the full-time Executive Secretary to the University Secretary and legal Counsel, and the Records, Information and Privacy Officer, including work related to the Board of Governors, privacy and records management, and legal matters with the main part of the time dedicated to supporting Legal Counsel with legal files. The incumbent full-time ES and this position will work closely together to manage the workload of this high paced and multi-tasking office, with constant cross-training and cross functions.

**This includes but is not limited to:**

1. records management of legal files, including tracking all communications on each legal file, setting up meetings, scheduling, researching and preparing briefing notes for the University Counsel, and paying invoices;
2. provides bilingual secretarial and administrative assistance while being able to function efficiently in a high stress environment and work in an ethical and diplomatic manner with confidential material;
3. managing the office budget;
4. provides full legal and non-legal assistance to the University Secretary and General Counsel and the Records, Information and Privacy Officer dealing with highly sensitive, privileged and confidential information;
5. receives and performs a preliminary review of incoming pleadings, correspondence, signaling deadlines, court dates and expedited matters;
6. accepts service of legal documents on behalf of the University in the absence of the University Secretary and General Counsel;
7. liaises with external legal counsel and their assistants, as required;
8. triages incoming material by importance and knowledge of related time-lines and upcoming hearings and meeting schedules;
9. researches legal precedents and decisions, and summarizes and produces information for the University Secretary and General Counsel and the Records, Information and Privacy Officer by briefing notes, transcribing, formatting, inputting, editing, retrieving, copying and transmitting text or data;
10. excellent typing and computer skills using various software including Adobe X, Microsoft Word, Excel, Groupwise, Datatel and Intranet;
11. takes initiative and makes decisions on issues related to general office duties, functions and responsibilities, anticipating emerging issues of consequence and developing approaches to address same, knowing when to seek guidance and direction;
12. ability to manage changing deadlines and tight timelines with accuracy and finesse;
13. creates and maintains effective workflows and communications to accomplish the work of the Office of the University Secretary in order to handle a variety of project tasks;
14. receives and processes legal invoices from various external Counsel and other University Departments, and maintains a database for the tracking and record keeping of legal expenses;
15. Along with the incumbent full-time ES, organizes office workflow through the allocation of work, ensuring that the job responsibilities are being completed accurately and within the timelines prescribed; responsible for creating the work schedule, tracking hours of work, preparing and submitting payroll records, and ensuring compliance with allocated budget amounts;
16. maintains and updates vacation schedules for staff reporting to the University Secretary and Legal Counsel;
17. ensures effective liaison between the Executive Team and their assistants by following the governance structure;
18. informs and discusses with the University Secretary and General Counsel all unforeseen serious matters that require immediate attention;
19. operates under general direction and with minimal supervision;
20. ability to prioritize, to take initiative and work effectively as part of an administrative team;
21. performs other duties as assigned by the University Secretary and by the Records, Information and Privacy Officer on a variety of matters, as requested;
22. various external contacts including Members of the Board of Governors and their assistants, other Universities, external Legal Counsel and their assistants, Public Appointments Secretariat, Interpretation Services, Council of Ontario Universities, Canadian Association of University Secretaries, among others.

**Qualifications :**

- graduate of a college Office Administrator Diploma program with five years' experience as an assistant to a senior administrator or equivalent combination of education, training and experience;
- tact, good judgment and leadership ability. Comfortable interacting with senior leaders in both public and private enterprise;
- excellent communicator in both English and French, both written and oral;
- strong interpersonal skills.
- basic accounting and strong budget management;
- high degree of integrity and confidentiality;
- confident and willing to take initiative;
- in depth knowledge of Microsoft Office and experience working with integrated management information systems;

**Salary :**

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<b>Competition closes :</b>	September 18, 2013 - 16:30 PM
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<b>Last Edited :</b>	September 11, 2013 - 11:40 AM
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Applications will only be accepted through the following e-mail address: [hrd@laurentian.ca](mailto:hrd@laurentian.ca)