



ST. MARK'S COLLEGE
CORPUS CHRISTI COLLEGE

**Executive Assistant, President/Principal's Office
St. Mark's College & Corpus Christi College**

“The Community of St. Mark’s, which includes St. Mark’s College, Corpus Christi College, and St. Mark’s Parish, is the Catholic centre at UBC. St. Mark’s College educates undergraduate and graduate students through a theological lens, preparing them to become leaders in Catholic schools, healthcare, and social services. It also prepares the academic formation for men preparing to serve as permanent deacons in the Archdiocese of Vancouver. Corpus Christi College provides students with the good undergraduate start that develops the individual student’s potential and enables success today and beyond. Our offerings are unique, imbued with Catholic values, while complementary to UBC.”

Overview:

The Office of the President/Principal is responsible for providing oversight and direction for the operation of the Colleges, in accordance with the strategic framework and directions of our governing bodies, the Board of Directors and the Senate for St. Mark’s College, and the Board of Governors and the Education Council for Corpus Christi College

The Executive Assistant (EA) is responsible for carrying out specific responsibilities as designated by the Principal / President and a wide range of duties and responsibilities in a fast-paced, student focused environment.

As the primary and first point of contact for the Office of the Principal /President, the incumbent must carry out all duties in a professional, courteous and efficient manner while maintaining confidentiality.

The EA will report to the President/Principal and work collaboratively with other departments at the Colleges.

Expectations and Responsibilities

A. Administrative Needs of the Office

- Providing support to the Principal/President in all day-to-day administrative activities of the office
- Managing all incoming/outgoing requests for appointments, meetings, and information with both internal and external parties, acting as the primary contact for the office of the Principal/President

- Working closely with Principal/President to prioritize needs, source and coordinate resources and ensure maximum support to ensure appropriate professionalism and high quality of work
- Assisting with website maintenance including uploading new material to the website
- Coordinating travel, accommodation, and transportation arrangements as required for the President/Principal
- Other related administrative duties as assigned by the Principal/President
- Management of office supplies at the West Campus

B. College Events/Meetings

- Preparing and distributing agendas, minutes and other support materials for meetings, and ensuring that decisions reached at these meetings are followed up in a timely fashion to ensure projects proceed as scheduled
- Organize and coordinate Board, Education Council and Senate meetings, take minutes at the meetings, and distribute materials in a timely manner
- Coordinate with relevant departments and personnel to ensure smooth execution of events that are managed by the Office

Qualifications and Skills

- A Bachelor's degree in a related field with 1-3 years of experience in an administrative setting with proficiency on MS Office
- Maintain a high level of initiative, judgment and confidentiality
- Establish and maintain effective working relationships with staff, academics, students and board members, business executives, church leaders, and others
- Demonstrate excellent communication and interpersonal skills including the ability to work collaboratively and under pressure with tight deadlines
- Commitment to forwarding the missions and visions of St. Mark's College and Corpus Christi College

Applications, including cover letter and resume should be emailed to hr@corpuschristi.ca.
Applications open until filled