



EXECUTIVE ASSISTANT TO THE EXECUTIVE DIRECTOR

The College of Alberta School Superintendents (CASS) is seeking a dynamic individual with strong interpersonal, organizational, writing, and technology skills to fill the full-time position of Executive

Assistant to the Executive Director. This position offers a competitive compensation package, including full benefits, with responsibilities commencing on July 10, 2017, or a date mutually agreeable to CASS and the successful applicant.

The Position

Reporting directly to the Executive Director, the Executive Assistant is responsible for maximizing the efficiency of the College of Alberta School Superintendents (CASS) office by providing administrative, logistical and event support to ensure a high functioning executive office. As the main liaison between the CASS office and Alberta Education, Alberta school jurisdictions, and education partner organizations, the Executive Assistant must be diplomatic and results oriented, with demonstrated capacity to effectively prioritize workflow in a fast-paced environment.

A more complete overview is provided on the second page of this posting.

The Candidate

The ideal candidate will represent CASS with a high standard of professionalism and will possess:

- At minimum, a two-year post-secondary diploma in business administration or equivalent experience
- Five years' experience in a senior administrative position
- Strong analytical and problem-solving skills
- An ability to work independently on multiple projects and priorities
- Excellent written and oral communications skills
- Strong computer skills including working knowledge of Microsoft Office Suite & Google Suite of tools
- Experience with web-page management

The Organization

The College of Alberta School Superintendents (CASS) is the association of system education leaders (Superintendents, Deputy, Associate & Assistant Superintendents, Directors and Coordinators) for the 61 Public, Catholic & Francophone school jurisdictions and 13 Charter Schools in Alberta. System education leaders of First Nations School Authorities, employees of the Ministry of Education, university faculty, members of parallel organizations from other provinces, and executive directors of the Alberta Regional Professional Development Consortia are eligible for Affiliate Membership with CASS.

For more than fifty years, CASS members have had a profound sense of professional purpose. Members have been, and are, passionately committed to ensuring that every child is provided the best opportunity to benefit from Alberta's excellent learning system.

CASS has over 400 members and approximately 230 Life members.

CASS is committed to:

- working proactively with the Ministry to develop high quality educational policies and programs.
- maintaining synergistic relationships with its education partners in order to seek common ground on issues.
- developing and communicating learned positions on substantive educational issues.
- embracing a research based foundation in decision making.

Additional information about CASS can be found on the website at www.cass.ab.ca.

CASS shares a suite of offices at #1200, 9925 – 109 Street in Edmonton with the Alberta School Boards Association (ASBA), the Alberta School Councils Association (ASCA), and the Association of School Business Officials of Alberta (ASBOA).

Additional Information

The Executive Assistant reports to the CASS Executive Director with regular interaction with the CASS Board of Directors, and Directors / Consultants that support the work of CASS.

The salary range is \$63,000 - \$68,000. CASS staff members receive a comprehensive benefit package. Vacation time will coincide with employment experience in corresponding positions.

The competition will remain open until a suitable candidate is found. Applications received by June 16, 2017 are assured careful consideration.

Applications

Qualified applicants are asked to submit their documents by email to: barry.litun@cass.ab.ca.

The following should be included as attachments with the email:

- Cover letter with attention directed to Barry Litun, CASS Executive Director
- Resume
- Copy of most recent evaluation
- Three professional references

Any questions regarding the application process should be directed to Barry Litun at 780.887.1098.

Applicants must be a Canadian citizen, legal permanent resident (PR), or otherwise have valid residency status in Canada which allows you to work in Canada.

CASS Executive Assistant

Position Overview

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Qualifications / Position Requirements

- Degree or certificate in a relevant area
- Minimum 5 years' experience in a senior administrative position, with proven end-user orientation
- Proficient in Microsoft Windows operating system, Microsoft Office Suite, and the Google Suite of Tools
- Experience acting as a point of contact for senior executive
- Excellent interpersonal, representation and negotiation skills, with attention to detail
- Strong organizational skills, able to improve and implement systems
- Maintain confidentiality when dealing with sensitive issues
- Ability to manage a variety of administrative responsibilities with time constraints
- Proactive, takes initiative with a strong sense of accountability to results
- Some travel is required
- Weekend or evening support may be required on occasion
- Adaptable and able to work as a team player

Duties and Responsibilities

- Coordinate and schedule the Executive Director's agenda, including appointments, reservations and travel arrangements and assist with preparation for events and meetings
- Process new member registrations
- Manage and respond to external stakeholder communications and other contact requests
- Schedule and organize meetings, assist in preparing agendas, take minutes and circulate necessary information where appropriate
- Draft and proofread a range of internal and external correspondence on behalf of the Executive Director
- Maintain accurate files electronically and in hardcopy to ensure responsible administrative records and corporate memory
- Plan and coordinate numerous functions, including booking venues, meals and refreshments, vendors, creating signage and other print materials
- Continual updates to CASS website for meeting/conference notices, career opportunities and other announcements
- Liaise with CASS members, education partner groups, hotels, vendors and suppliers to provide or retrieve information required for operations
- Assist with direction of support personnel as needed
- Provide direct administrative support in copying, filing, scanning, faxing, placing orders, etc.
- Work closely with Directors / Consultants to provide administrative support as needed
- Perform other related duties as required