

**DALHOUSIE UNIVERSITY
POSITION DESCRIPTION**

Position Title: Administrative Assistant

Department/Faculty: Healthy Populations Institute, Dalhousie University

Project Background and Position Summary

UpLift is a school-community-university partnership that will enhance the environments where children and youth learn, grow and play. Key components of UpLift include youth engagement and leadership, systems change, sharing what’s working and evaluating the impact. UpLift has been, and will continually be, co-designed by a multiple of partners such the Nova Scotia Health Authority (NSHA), Department of Education and Early Childhood Development (DEECD), the Nova Scotia Department of Health and Wellness and others. It is strategically being embedded within existing structures to support the health, wellbeing and learning of children and youth and ensures sustainability and the development of a health-promoting school ethos. UpLift is not a traditional project or program but is best described as a “catalyst” that will bolster capacity to generate sustainable changes through collaboration. Doing so will improve health and education outcomes for generations to come.

Reporting to the Project Manager, the Administrative Assistant (0.5 FTE) will support UpLift operations responsible for various scheduling, administrative services and logistical organization.

Major Responsibilities

- Maintains and manages distribution channels, databases; document sharing and editing applications, emailing and various distribution of documents, invitations, updates and notices.
- Monitors office and technical supplies in relation to project demands.
- Maintains and supervises scheduling and set up for meetings and teleconferences.
- Provides general support services for committees and working groups.
- Assists the UpLift Project team members with HR process advice and documents such as cheque requisitions, travel reimbursement forms, etc.
- Serves as an informational resource to staff and partners; investigates and resolves problems or difficulties related to administrative issues

- Assists the preparation and distribution of materials including meeting minutes, information packages, reports, announcements and materials for meetings.
- Organizes and participates in (as required) meetings and events e.g. project team meetings, committee meetings, training events/workshops, focus groups interviews, etc.

SKILLS AND EXPERIENCE

- Demonstrated and extensive experience managing complex projects
- Extensive software skills are required, as well as Internet research abilities
- Demonstrated experience and excellent knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.) and telecommunication applications. Experience with information management software as well as project management software, an asset.
- Ability to work on multiple activities simultaneously, set priorities, and meet deadlines.
- Event coordination experience an asset.
- Strong writing, proofreading and communication skills, and ability to learn new research techniques or methods required.
- Proficient problem-solver, exceptional organizational skills, skilled communicator, detail oriented, and expert at building and maintaining relationships.
- A self-starter in achieving job goals; takes action beyond explicit job responsibilities; sets high performance goals, understands which decisions can be made alone and which require consultation with others.
- Ability to work under minimal supervision as incumbent is responsible for ensuring high quality standards are met and maintained in regards to documentation and communications

EDUCATION

- Bachelor's degree or Diploma in Business Administration or related program with relevant experience