



Job Title: Executive Assistant & Board Liaison

Reports to: Executive Director

Status: Permanent

Department: Administration

Pay Grade: #5

Full/Part Time: Full-time

Wage Last Amended: June 2023

Job Description Last Amended: April 2024

Location: Burnaby campus

SUMMARY

The Executive Assistant & Board Liaison is responsible for providing administrative support to the Executive Director, the Student Board, and Council and acts as a key contact point for student executives throughout the academic year. This position requires a high degree of confidentiality and the ability to provide professional support to student board members throughout the academic year and at all Board and Council meetings. This position manages the Set Rep program and acts as an internal liaison and coordinates projects on behalf of the board. The Executive Assistant & Board Liaison incorporates BCITSA's equity, diversity and inclusion values into their work and professional relationships.

WORK PERFORMED

ADMINISTRATIVE SUPPORT

- Provides a wide variety of administrative support the Executive Director; coordinates their calendar and communicates on their behalf to arrange meetings and book events
- Prepares, proofreads and edits documents on behalf of the Executive Director and Student Executives
- Provides project support to the Executive Director on a range of projects ranging from research projects to construction projects
- Prepares correspondence, reports and presentations on behalf of the Executive Director
- Collaborates with the Finance and People & Culture departments to onboard all new student executives
- Administers the set rep program by coordinating trainings and scheduling meetings, sending communications, and coaching meeting facilitators
- Coordinates travel arrangements and related bookings



STUDENT GOVERNANCE SUPPORT

- Assists with the training of new executives and councillors and assists students with following administrative processes and procedures; acts as a resource to the student board and councillors to ensure they are aware of the resources and supports available to them
 - Organizes council meetings including room bookings, catering, set-up, taking attendance and clean up
 - Coordinates with the President and VP Finance & Administration to prepare accurate and error-free council meeting agendas, progress reports and any back up documentation to create and distribute council meeting binders
 - Attends all board and council meetings and takes accurate meeting minutes; ensures necessary motions are acted on by sending relevant sections to appropriate personnel
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ORIENTATION

- Support the Student Association's EDI and core values at all times
 - Maintain a high degree of consistency and accuracy in all work
 - Provide superior customer service to all stakeholders and maintains confidentiality
 - Articulate the mission and values of the organization to all partners
 - Maintain proficiency in Microsoft 365 Software including SharePoint, Dynamics, Teams and Microsoft Suite
 - Willing to contribute to the SA team environment by conducting additional duties to support SA operations as needed
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BCITSA REPRESENTATIVE

- Demonstrate a commitment to enhancing student life by maintaining a strong focus on student needs, supporting student executives and their initiatives, and ensuring quality and student-focused activities and services
- Cultivate the skills to work effectively with a team of student leaders and in a complex student-led environment
- Maintain working knowledge of post-secondary governance systems and student governance
- Be open to and willing to learn and participate in equity, diversity, inclusion and Indigenous initiatives, and exhibit a level of cultural competency when working with students and all stakeholders
- Foster and contribute to the development of a culture that encourages helpful and supportive teams, a professional environment, diversity, inclusion, equity and Indigenous initiatives and partnerships
- Manage and cultivate authentic relationships with all staff and key internal and external stakeholders by maintaining a professional and friendly demeanor



- Contribute to a collaborative work environment and assist other team members with their duties, especially when busy
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ORGANIZATIONAL RELATIONSHIPS

The Executive Assistant and Board Liaison reports to the Executive Director within the Administration Department. This position works closely with the student board and council and collaborates with other functions within the administration department to complete tasks.

EDUCATION & EXPERIENCE

- University or college degree in business or administration
- 1 to 2 years experience in an administration role
- Knowledge of post-secondary student governance

KNOWLEDGE & ABILITIES

- Intermediate proficiency in MS 365 and Office Suite
- Typing speed of 45 words per minute or more
- Knowledge of and ability to take accurate meeting minutes
- Able to maintain strict confidentiality
- Project coordination

REQUIREMENTS

- Must be able to attend meetings after typical business hours
- Must be able to attend occasional weekend meetings and conduct some tasks on weekends