

PIMS

PONTIFICAL INSTITUTE
OF MEDIAEVAL STUDIES

JOB OPPORTUNITY

Position Title:	Institute Secretary / Executive Assistant to the Praeses
Department:	Office of the Praeses
Supervisor:	Praeses of the Institute
Compensation:	55,000 to 65,000
Hours:	35 hours per week
Terms:	Full Time / Occasional evening and weekend work
Posting Date:	July 24, 2023
Closing Date:	August 2, 2023
Apply to:	Barbara.north@utoronto.ca Please include position title in subject line of email when submitting resume and cover letter.

Position Summary

As Secretary of the Institute, the holder of this position reports directly to the Praeses (President) of the Institute and oversees a wide range of administrative and organizational duties relating to the functioning of the Institute as far as clerical, academic, and administrative matters, and in particular, record keeping and communications. The Secretary is responsible for all non-financial /non-academic record keeping and oversees all organizational and scheduling aspects of Institute functions. The Secretary keeps the Praeses informed of all material and human issues arising in the Institute. As Executive Assistant to the Praeses, the holder of this position provides administrative, organizational and operational support to the Praeses. The holder of this position has ongoing contact with all support staff serving the Institute and with officials of the University of St. Michael's College and of University of Toronto, and of other entities, as the representative of the Praeses.

KEY RESPONSIBILITIES

- * Facilitate the day-to-day activities of the Institute and coordinate all administrative and academic functions.
- * Maintain all records of the Institute concerning personnel, programmes, meetings, and

- other functions. This includes up-to-date contact information and mailing lists.
- * Be responsible for convening and providing agenda preparation, and meeting support (including meeting minutes) for all administrative and academic functions.
 - * Oversee the logistics of all conferences, lectures, seminars, and other functions of the Institute, including publicity.
 - * Oversee the needs of visiting scholars and fellows, in particular immigration, work permits, and arrival needs in Toronto.
 - * Liaise with all levels of administration, faculty and staff of the Institute and University of Toronto community generally, to coordinate and resolve issues related to intra- and extra-Institute affairs.
 - * Plan, coordinate and host activities and events, such as convocations, receptions, and other events (invitations, seating, food services etc.).
 - * Promote a positive image of the Institute by receiving visitors, responding to enquiries in person, via telephone or e-mail.
 - * Serve as primary point of contact for those visiting the Institute building or contacting the Institute by phone, email, or letter.
 - * Be the primary person responsible for addressing needs and procedures for the physical plant.
 - * Manage the Praeses' calendar to make the most strategic and efficient use of his time.
 - * Convey key issues, concerns, and information to the Praeses.
 - * Assist the Treasurer of the Institute as needed with financial matters.
 - * Assist the Registrar of the Institute as needed with academic matters.
 - * Assist the Chair of the Board of Governors with matters related to that entity.
 - * Perform occasional secretarial functions for the previous Praeses of the Institute.

QUALIFICATIONS AND EXPERIENCE

- * Demonstrated ability to handle complicated issues with tact and diplomacy while exercising discretion and maintaining confidentiality.
- * Strong planning and organizational skills.
- * Strong oral and written communication skills, with proven ability to work with and build trust across a wide variety of constituencies.
- * Proven ability to manage multiple priorities with strict deadlines.
- * Prior experience in an administrative role in a higher education environment.
- * Computer proficiency (Word, Excel, PowerPoint, Outlook, Zoom). With the ability to learn and adapt to new technologies.

EDUCATION

Bachelor's degree and at least five years of experience in a relevant position (administrative, project management, or other related fields) in the University of Toronto community or in another similar academic entity.