

PIMS

PONTIFICAL INSTITUTE OF MEDIAEVAL STUDIES

JOB OPPORTUNITY

Position Title:	Institute Secretary / Executive Assistant to the Praeses
Office:	Office of the Praeses
Supervisor:	Praeses of the Institute
Hours:	35 hours per week
Compensation:	\$55,000 to \$65,000 per year
Terms:	Full-Time / Permanent
Posting Date:	May 21, 2024
Closing Date:	June 14, 2024
Apply to:	augustine.thompson@utoronto.ca Attention: Fr. Augustine Thompson (please include your full name and position title in subject line of email when submitting resume and cover letter)

POSITION SUMMARY

The Pontifical Institute of Mediaeval Studies (the Institute) is a post-doctoral academic and research institution at University of St. Michael's College and the University of Toronto. 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. The primary responsibilities include clerical and administrative support for the treasurer, the registrar, and the 3 programme directors of the Institute, as well as for the Praeses. These include academic programme administrative matters, and in particular, communication, record keeping and event co-ordination. As Executive Assistant to the Praeses, the holder of this position provides administrative, organizational and operational support to the Praeses. The position supports the Praeses in maintaining documentation related to the governance of the Institute and the Mediaeval Studies Foundation (the Foundation). The holder of this position has ongoing contact with support staff serving the Institute and with officials of the University of St. Michael's College, the University of Toronto, and of other entities, as the representative of the Praeses.

DUTIES AND RESPONSIBILITIES

- Facilitate the day-to-day operational activities of the Institute and coordinate all administrative and academic functions.
- Assist the Treasurer of the Institute as needed with clerical and financial matters.
- Assist the Registrar of the Institute as needed with clerical and academic matters.
- Assist the Institute programme directors with clerical matters.
- 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 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.
- 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 Chair of the Board of Governors of the Institute and the Chair of the Board of the Foundation with matters related to distributing meeting materials.
- Maintain the governance document database of the Institute and the Foundation, including Board meeting materials.
- Perform occasional secretarial functions for the previous Praeses of the Institute.

SKILLS & QUALIFICATIONS

- 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 & EXPERIENCE

- Bachelor's degree and preferably 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 education entity.

We thank all applicants for their interest. Only those considered for an interview will be contacted.

PIMS is strongly committed to diversity within its community and especially welcomes applications from racialized persons/persons of colour, women, Indigenous/Aboriginal people of North America, persons with disabilities, LGBTQ persons, people who take a religiously informed view of human experience, and others who may contribute to further diversification of ideas.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require accessibility accommodation, please contact pims.secretary@utoronto.ca.