



**THORNELOE**  
**UNIVERSITY**  
AT LAURENTIAN

## **Executive Secretary**

Thorneloe University seeks a full-time Executive Secretary. Located in Sudbury, Ontario, Thorneloe is a small, vibrant federated college of Laurentian University, with a diverse student population. Its innovative academic departments are part of the Faculty of Arts at Laurentian University. Rooted in the Anglican tradition, Thorneloe's School of Theology offers distance courses at the certificate and baccalaureate (BTh) levels.

### **Responsibilities include:**

- Executive Assistant to the President of Thorneloe University
- Managing the annual calendar of events at Thorneloe
- Liaising with faculty on submitting academic timetables and classroom allocation
- Managing the logistics of the annual Thorneloe University Convocation
- Managing the rental of Thorneloe University space (classrooms, theatre, chapel)
- Coordinating program reviews and promotion applications
- Coordinating exam submissions (on campus and distance)
- Assisting in the planning of meetings; minute-taking, and archiving of meeting materials
- Maintaining the Thorneloe University database
- Welcoming all visitors to the main office, and receiving all telephone inquiries
- Assisting faculty on major events
- Liaising with administrative staff at Laurentian University, the federated universities, and Laurentian campus communications (news, publicity, translation)
- Collaborating with the Maintenance and Buildings Manager
- Collaborating with the Dean of Residence (applications and admissions)
- Contributing to the administrative staff meeting
- Other responsibilities as may be assigned

### **Qualifications:**

- Proven experience in an administrative position
- Proficiency with Microsoft Office, FileMaker Pro, Internet Explorer, G Suite (Google)
- Working knowledge of office equipment
- Excellent time management skills and ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Ease in dealing with young people (students, student leaders and employees)
- Strong organizational skills with the ability to multitask
- Ability to work in French is an asset
- University degree, college diploma, or comparable experience is required

**Starting date:** 1 July 2020

To apply, please send a letter of application, résumé and three references to the President of Thorneloe University, Dr John Gibaut, at [president@thorneloe.ca](mailto:president@thorneloe.ca).