



Hiring Notice:

Administrative Assistant (Student Position)

Reports to:	Executive Director
Hours:	Flexible, 8 – 20 hours per week
Wage:	\$23.54 per hour
How to Apply:	Apply online before September 16 th , at 4pm.

Job purpose

The Administrative Assistant works directly with the Executive Committee and Executive Director and provides logistical and administrative support in serving our members.

Duties and responsibilities

DAILY RESPONSIBILITIES AND TASKS:

- Conduct opening and closing procedures for the GSS lounge & office as needed
- Sort and distribute incoming mail
- Manage the coffee & tea service for the GSS lounge
- Upkeep and organization of the kitchen, lounge, and offices
- Provide professional and courteous member service to graduate students and assist with questions and enquiries in person, over the phone, or email regarding:
 - Graduate health plan
 - Grants and bursaries
 - UPass
 - Cheque Requisitions
 - Cheque pick-up
 - Information about the GSS
 - Coffee service
 - Directions
- Assist Executive Committee members and staff with administrative tasks including:
 - Mailing items
 - Scheduling meetings
 - Setting up AV equipment (video projector/laptop)
 - Photocopying
 - Typing minutes, notes, summaries
 - Assisting with cheque requisitions
 - Filing
 - Taking minutes for meetings as requested

WEEKLY to BIWEEKLY RESPONSIBILITIES AND TASKS:

- Fulfill booking requests from for the GSS lounge and boardroom
- Respond to booking requests from GSS members for rooms at SFU Vancouver and Surrey campuses
- Maintain and replenish forms as necessary
- Resource Executive Committee meetings including:
 - Scheduling meetings
 - Booking rooms
 - Assisting Executive Committee members with putting together the agenda

- Setting up IT equipment and other meeting room necessities
 - Printing off agenda and all relevant material
 - Taking minutes and assisting the Chair
 - Following up with action items
- Provide effective website administrative support including:
 - Posting Council and Executive Committee dates
 - Posting GSS applications and deadlines
 - Uploading documents
 - Addressing broken links
 - Editing text
 - Updating web content when programs change
- Assist with event planning and delivery
- Assist with GSS communications regarding events and initiatives by:
 - Drafting print material
 - Updating website and social media accounts
 - Communicating with GSS all members list
- Effectively manage student listserv including:
 - Working with the Office of Graduate Studies and Postdoctoral Fellows to maintain the accuracy of the list
 - Sending out emails to student grad list, upon direction from the Executive Director, Executive Committee members and Elections Committee
 - Checking for responses by GSS members and forward emails to the appropriate contacts

MONTHLY TO QUARTERLY RESPONSIBILITIES AND TASKS:

- Assist with adjudicating bursaries and grants by reviewing applications, data entry and communication with applicants
- Assist the Executive Director in preparing Executive Committee retreats and staff retreats
- Support the Executive Committee members with planning the GSS member orientations
- Manage Coffee & Tea service supplies and keep track of inventory
- Manage office supply inventory and order materials
- Assist Executive Committee members with event planning through:
 - Booking spaces
 - Poster/flyer making
 - Creating sign in sheets
 - Placing catering orders
- Resource monthly Council meetings including:
 - Scheduling Council meetings
 - Booking rooms
 - Putting together the Council agenda packages
 - Photocopying agenda packages
 - Setting up AV equipment and other meeting room necessities
 - Taking minutes and assisting the Speaker
 - Following up with action items
- Resource Special General Meetings including:
 - Scheduling Council meetings
 - Booking rooms
 - Putting together the agenda packages
 - Photocopying agenda packages
 - Setting up AV equipment and other meeting room necessities
 - Taking minutes and assisting the Speaker
 - Following up with action items
- Support transition of new Executive Committee members by:
 - Ordering business cards, name tags, Council placards etc.
 - Updating computer logins
 - Changing boardroom and lounge keypad codes
- Take on assigned colleagues' tasks during their vacation time including:
 - Conducting payroll

- Processing cheque requisitions
- Other tasks as assigned by the Executive Director.

OTHER:

- Perform other duties consistent with the job description

Qualifications

Required:

- Registered graduate student at Simon Fraser University
- Typing speed of at least 50 wpm
- Familiarity with Word, Excel, Outlook on both Mac and PC platforms
- Exceptional organizational skills and attention to detail
- Strong verbal and written communication skills
- Speak and write fluently in English
- Ability to multi-task in a fast-paced, deadline-oriented environment
- A positive and friendly attitude
- Previous experience in an office environment
- Flexibility in scheduling hours of work
- Ability to work independently and as a part of a team

Desired:

- Experience in poster and flyer design
- Previous experience managing a website
- Previous experience taking minutes for meetings
- Previous experience working in a not-for-profit and with Board of Directors
- Working knowledge of Adobe Creative Suite
- Interest in student advocacy and students' societies

Working conditions

- May be required from time to time to work evenings and weekends
- May be required from time to time to work at SFU Vancouver and SFU Surrey campuses
- Ability to lift items weighting up to approximately 30 lbs
- The GSS is a certified Living Wage Employer.
- This is a unionized position with CUPE 3338, Unit 6.