



Employment Posting

Administrative Coordinator

Capilano University **Faculty Association** (CFA)

This is a full-time staff position with remuneration, benefits, and equivalent responsibilities of MoveUp's Master Trade Union Agreement, Category 4, Office Administrator: <http://moveuptogether.ca/workplace-content/1780/616>. Membership in MoveUp (COPE Local 378) is a requirement of the job, which can be finalized at the time of hiring.

Start Date: Monday, November 20, 2017.

Application deadline: Wednesday, November 8, 2017

Hours: 32.5 hours per week, 6.5 hours per day, Monday through Friday

Salary: \$35.03 per hour, 65¢/hour increase scheduled for January 1, 2018

Job Description

General office administrative responsibilities include the following:

- Coordinate the flow of all information between and among the CFA's executive team, faculty members, and the University's campus community
- Draft and file messages, memos, letters, agendas, minutes, and website content
- Respond to telephone calls, email messages, and written correspondence
- Organize room setups, materials, and catering needs
- Enter all bookkeeping transactions, prepare monthly bank reconciliation, process payables, and draw cheques in preparation for signatures
- Assist treasurer with budget planning and year-end financial review
- Write copy, update and maintain website.

Contact the CFA office for a more extensive job description.

Qualifications

You must have at least two years of post-secondary education plus a minimum of three to five years of administrative experience at a senior level in a post-secondary institution. You will perform a range of diverse tasks in an always-confidential manner, and you must be:

- Self-directed (capable of making decisions)
- Resourceful
- Organized
- Proficient in English – oral and written
- Familiar with Cap U's structure and environment.

Skills (may be tested)

- Excellent spelling and grammar
- Accurate keyboarding, 60 wpm
- Proficient use of Word, Excel and Outlook
- Adept in full cycle of accounts payable, journal entry, assigning ledger account codes, and processing and filing accounts payable.

Digital tools currently used in CFA office:

- Microsoft Office – primarily Outlook, Word, Excel, and OneNote
- Drupal content management (website postings)
- ConstantContact (electronic all-faculty mailing)
- Simply Accounting (QuickBooks also installed)
- SnagIt (for screenshots)
- FirstClass (primarily for mail management).

Abilities

As the executive team is heading toward an electronic reboot, this job will suit someone who is an excellent communicator and has traditional office skills in addition to a forward-leaning technological bent. Skills and interests in other areas will be considered an asset (i.e. social media, programming, coding, writing, videography, art). The ideal candidate will be a resourceful, self-motivated individual, who performs well with minimal supervision and direction.

Please send your cover letter and resume to the CFA Hiring Committee, cfa@capilanou.ca, by Wednesday, November 8, 2017.