**Job Title:** Administrative Assistant (II) – Indigenous Education Council  

**Location:** Central Campus  

**Job ID:** 59567  

**Job Description:**  
Reporting to the Administrator, Indigenous Initiatives, Indigenous Education Council, the Administrative Assistant provides administrative support to the Indigenous Education Council and the Indigenous Education Council Administrator.

McMaster’s Indigenous Education Council is the primary body with responsibility for promoting and advocating for the advancement of Indigenous education at McMaster, championing the needs of Indigenous students, staff, and faculty members, and providing advice and support to the University on all Indigenous matters.

The work and services provided by the McMaster Indigenous Education Council brings together resources, information and initiatives for students, staff, faculty, and the community.

The successful applicant will be a member of an Indigenous community and will have a commitment to growing McMaster’s acceptance and capacity for Indigenous ways of knowing.”

Candidates are invited to share information in their cover letter about their Indigenous ancestry and relevant skill sets.

**Job Summary:**  
Organize and perform a full range of administrative duties that require a thorough understanding of established functions, policies, and procedures. Establishes priorities for general office operations and is responsible for providing direction to others in how to carry out work tasks.

**Purpose and Key Functions:**

- Establish priorities for general office operations.
- Plan and coordinate a variety of events and activities such as conferences, seminars, and workshops.
- Greet visitors, answer, or redirect general inquiries in person, by telephone and via email and respond independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Utilize discretion and judgment to screen visitors and telephone calls, and notify appropriate personnel.
- Monitor budgets and reconcile accounts. Complete financial forms such as travel expense reports, electronic cheque requisitions, purchase orders and journal entries.
- Write a variety of documents such as correspondence, procedure manuals, reports, and minutes.
- Conduct database, literature, and web searches to find references and articles used for a variety of documents, reports, and publications.
• Provide policy and procedure information to others.
• Gather and compile the paperwork required to facilitate hiring and payment processes.
• Collect, verify, and input data into a variety of spreadsheets and databases.
• Coordinate the calendar of supervisor and others and resolve scheduling conflicts.
• Write a variety of formal notes and records such as meeting minutes.
• Update and maintain information on websites and social networks.
• Format, word process, edit, and proofread a variety of documents and materials.
• Apply standard mathematical skills such as calculations, formulas, and equations to perform a variety of calculations.
• Monitor and order office supplies.
• Source and obtain pricing information for office supplies and equipment.
• Set up and maintain filing systems, both electronic and hard copy.
• Classify, sort, and file correspondence, records, and other documents.
• Update and maintain confidential files and records.
• Handle sensitive material in accordance with established policies.
• Assemble, copy, collate, and disseminate a variety of documents and materials.
• Open and distribute incoming mail and faxes.
• Prepare outgoing mail, faxes, and courier shipments.

Requirements:
2-year Community College diploma in Office Administration or related field of study. Requires 3 years of relevant experience.

Assets: For Department use only
Knowledge and understanding of the Urban Indigenous Community as well as Six Nations of the Grand River Territory and Mississaugas of the Credit Communities. Lived experience with Indigenous worldviews, cultures, and values. Experience working in a post-secondary environment.

Additional Information:
To fulfill McMaster’s commitment to diversity, equity and inclusivity and pursuant to Section 24 of the Ontario Human Rights Code (the Code), this position is restricted to applicants who identify as a member of an Indigenous community (First Nations, Métis and Inuit peoples). Candidates from this designated group are invited to self-identify in their cover letter, in a transparent manner, as part of the application process.

Please apply online using the link below

Deadline to submit an application is January 12, 2024