

## NORTHERN ONTARIO SCHOOL OF MEDICINE

<b>JOB POSTING</b>	
<b>Competition Number:</b>	<b>2017-1089-KW</b>
<b>Position Title:</b>	<b>Administrative Assistant</b>
<b>Unit:</b>	Postgraduate Education (PGE)
<b>Location:</b>	Sudbury
<b>Number of Positions:</b>	1
<b>Term:</b>	Continuing
<b>Terms and Conditions:</b>	As per OPSEU Local 677 (Unit 2) Collective Agreement
<b>Competition Closing Date:</b>	<b>July 20, 2017 at 4:00 pm</b>

This position provides administrative support to NOSM residency programs and the overall NOSM Postgraduate portfolio. Reporting to the Manager, Postgraduate Education, this position's primary purpose is to provide general administrative support to the Family Medicine (including all PGY3 programs) and Royal College programs (e.g. Public Health & Preventive Medicine) in the areas of academics, resident support and program logistics, while providing direct administrative support for the Manager and Program Coordinators.

This position is covered by the Term and Conditions of the OPSEU Staff Unit 677 Collective Agreement. A copy is available at: [www.nosm.ca/careers](http://www.nosm.ca/careers)

### **RESPONSIBILITIES:**

Tasks may include but are not limited to the following:

- Opens and distributes incoming regular and electronic mail and other material and coordinates the flow of information internally and with other units and organizations. Prepares replies on routine matters.
- Prepares, edits and proofreads correspondence, reports, presentations, and other required material/ documentation. Prepares graphs, charts, spreadsheets, and schedules to aid unit members.
- Schedules meetings, books rooms, and organizes video/teleconferences for unit or committee members ensuring that all necessary arrangements are made. Committee support includes creation and distribution of agenda, recording and preparation of meeting minutes, coordination of follow-up required, dissemination of documents, etc.
- Undertake routine administrative tasks including arrangements for printing, photocopying, collation of documents, coordinating catering and travel arrangements, and completing relevant reconciliations.

- Using approved NOSM standard procedures, develops, updates and maintains electronic and hard copy files, which are often highly confidential, in order to retrieve information using knowledge of filing systems and retrieval.

### **Unit Specific Responsibilities**

Tasks include but are not limited to:

- Supports the Postgraduate Manager and Program Coordinators by assisting with scheduling meetings, making travel arrangements, preparing reimbursements, and maintaining calendar logistics
- Supports committees and working groups as required, including but not limited to; taking both formal and informal minutes for all Family Medicine/PHPM committees and working groups; coordinating all follow-up action items including the dissemination of information to all committee members, updating all documentation as per direction of Program Coordinators or Committee Leads, circulation and tabulation of e-mail votes, tracking committee attendance and quorum, and assuring committee members can access meeting either in person, by phone, or by WebEx/videoconference
- Monitors and provides standard responses to emails received in the fmacademics@nosm.ca and primarypreceptor@nosm.ca email accounts
- Provides administrative support to the registration function Family Medicine and PHPM residents of formative examinations (e.g. evening back-up for Simulated Oral Examinations, administrative registration function for the American Board Exams, etc)
- Assists with tracking and previewing resident and faculty reimbursement claims (e.g. travel reimbursements) for completeness and accuracy
- Assists with tracking and previewing of academic and primary preceptor payments
- Provides administrative support in preparation for events such as but not limited to program orientation, CaRMS interview process, PGE core academic programming and program RPC functions
- Provides back-up administrative support to the PGE office and program AA's, as requested
- Provides administrative support to the Family Medicine and PHPM programs in relation to accreditation reviews (internal and external), continuous quality improvement and program evaluation committee functioning
- Performs other duties as assigned

### **QUALIFICATIONS:**

#### **Education:**

- A post-secondary diploma in Office or Business Administration from a recognized institution with Canadian accreditation or an equivalent combination of education and experience is required

#### **Knowledge, Skills and Abilities**

- Minimum of one (1) year related experience is required
- Demonstrated experience recording and transcribing formal and/or informal 'real-time' minutes is required
- Microsoft Office proficiency (Word, Excel PowerPoint, Outlook) is required

- Ability to conduct internet searches and manage email is required
- Must be able to communicate effectively in English (verbally, written and comprehension)
- Knowledge of basic office practices and procedures is required
- Ability to work early mornings, evenings and/or weekends, as required
- Experience in the medical or post-secondary education environment is an asset
- French language skills are considered a strong asset
- Good working knowledge of student assessment and evaluation software (e.g. One45 system) is an asset
- Familiarity with medical terminology is an asset
- Knowledge of The Occupational Health & Safety Act and Regulations that apply to the work being performed is an asset
- Knowledge of university administration policies and procedures is an asset

**Language:**

- Must be able to communicate effectively in English (verbally, written and comprehension)
- French/Indigenous language skills would be considered asset

Interested candidates are invited to submit a resume along with verification of academic accomplishments quoting the competition number # 2017-1089-KW no later than July 20, 2017 at 4:00 PM to:

**Northern Ontario School of Medicine**  
**Attention: Human Resources**  
**935 Ramsey Lake Road, Sudbury, Ontario P3E 2C6**  
**Email: [HR@nosm.ca](mailto:HR@nosm.ca)**  
**Fax: (705) 671-3880**

*The Northern Ontario School of Medicine offers accommodation for applicants with disabilities throughout its recruitment processes. If you require accommodation during the recruitment process, or require an accessible version this posting, please contact Human Resources via email at [hr@nosm.ca](mailto:hr@nosm.ca).*

*The Northern Ontario School of Medicine invites applications from all qualified individuals. NOSM is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.*

*While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.*