

Unit Specific Responsibilities

Tasks include but are not limited to:

- Supports Director of PGE by assisting with scheduling meetings, making travel arrangements, preparing reimbursements, and maintaining calendar logistics
- Supports Executive Assistant to the PGE Associate Dean with handling calendar, travel and scheduling arrangements and reconciliations for the Associate Dean
- Supports committees and working groups as required, including but not limited to; taking minutes and coordinating all follow-up actions including the dissemination of information to all committee members, updating all documentation as per direction of Chairs, circulation and tabulation of e-mail votes, and assuring committee members can access meeting either in person, or by phone.
- Monitors, directs for processing and follows up on invoices received in the pgeinvoices@nosm.ca email account; liaises with the Finance unit on outstanding invoices
- Monitors and provides standard responses to emails received in the pgerecruitment@nosm.ca email account
- Provides back-up support to other general administrative functions such as monitoring the postgrad@nosm.ca and residentrequests@nosm.ca email addresses
- Provides administrative support to the registration function of the PGE Office and assists with tracking and previewing claims in the Resident Reimbursement program for completeness and accuracy
- Provides administrative support in preparation for events such as but not limited to orientation, CaRMS interview process, PGE core academic programming and PGEC functions
- Provides back-up administrative support to the promotion and recruitment function of the PGE Office
- Provides administrative support to the PGE Office function of accreditation reviews, continuous quality improvement and PGEC committee functioning
- Provides back-up administrative assistance to program AA's when operationally required
- Performs other duties as assigned

QUALIFICATIONS:

Education:

- A post-secondary diploma from a recognized Canadian institution with accreditation preferably in Office Administration, Business Administration or other administrative-related discipline is required

Knowledge, Skills and Abilities

- Minimum of one (1) year related experience is required
- Demonstrated experience recording and transcribing formal and/or informal minutes is required
- Experience in the medical or post-secondary education environment is an asset
- 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)
- French language skills are considered an asset
- Good working knowledge of student assessment and evaluation software (e.g. One45 system and Question Mark) is an asset
- Familiarity with medical terminology is an asset
- Knowledge of basic office practices and procedures is required.
- 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

- Confident; enthusiastic; reliable
- Good interpersonal skills and ability to work with many personalities
- High tolerance for change, last minute changes and ambiguity

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 # 2017-1088-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
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.

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.