



Posting: Executive Assistant (One year contract, part-time, virtual) (1)

Location: Calgary/Chestermere, Alberta

Athabasca University Graduate Students' Association (AUGSA) is a student-run, non-profit, diverse, and multi-faceted organization that aims to meet the needs of graduate students at Athabasca University.

AUGSA is currently hiring an Executive Assistant. This is a one-year contract/part-time position working from home, with the potential for the contract to be extended. **Candidates ideally live in or near Chestermere/NE Calgary to pick up the mail and send parcels.** The position is compensated \$21.50 per hour for 12 hours per week (3 days a week, 4 hours per day). The position comes with a \$50 per month communications reimbursement. The schedule is flexible and can be agreed upon hire but working hours must be dependable and consistent between the hours of 9AM and 3PM MT. The applicant ideally is in the Chestermere/Calgary region for onsite requirements.

Roles and Responsibilities

Reporting to the Executive Director, the successful applicant will be able to meet the following requirements:

Administration

- a) Coordination of awards and bursaries;
- b) Assisting in coordination of events (i.e., elections, executive transition, conferences, and in-person events);
- c) Recording meeting minutes;
- d) Coordinating travel arrangements;
- e) Filing and retrieving records;
- f) Ordering supplies and/or sending packages in the mail;
- g) Regularly checking the AUGSA mailbox;
- h) Providing coverage for the Executive Director;
- i) Other duties as required;

Communications

- j) Planning a calendar of social media content;
- k) Produce valuable and engaging content for website and social media using Canva and other means;
- l) Posting to all social media platforms to engage, educate, and motivate target audiences;
- m) Liaise with website provider regarding content and updates;

Graduate Student Research Conference – Conference Coordinator

- n) Serving as conference coordinator;

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- o) Member of the Graduate Student Research Conference steering committee;
- p) Liaising with all GSRC committees, subcommittees, and contractors involved in the planning of the conference and updating the Steering Committee on their status;
- q) Acting as the primary point of contact for all committees and subcommittees;
- r) Developing and managing Conference Timeline Document;
- s) Evaluating and tracking ongoing conference planning progress, successes, and challenges;
- t) Contacting committee chairs to maintain deliverables relative to timeline;
- u) Assisting with managing the Abstract system (with training);
- v) Assisting with preparing of the program;
- w) Sending Doodle Polls for next meeting, setting meeting dates and times (doodle poll);
- x) Creating the Teams link for the meeting, draft the agenda and take meeting notes;
- y) Actively taking part in the managing of the conference while in progress;
- z) Involvement in conference wrap-up including a final report with key learnings; and
- aa) Performing other responsibilities that may be assigned as necessary for the success of the conference.

Posting Date: January 7, 2021

Closing Date: January 13, 2021, 4:00pm MT

This position will commence Monday, January 31st.

Please send resume and cover letter describing your qualifications and experience to Meaghan Sullivan, Executive Director, at ed@augsa.com. We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted. Late applications will not be accepted.

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