



Job Posting

Job title:	Administrative Assistant
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Reports to:	Managing Director, Strategic Initiatives and Executive Director
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Job overview:

Will provide administrative support for CASN’s Canadian Nurse Educator Institute (CNEI), Strategic Initiative projects, Interest Group activities, and administrative assistance for committee activities.

Will also provide administrative support to the Executive Director.

This role will support several areas of CASN and is instrumental to adding value to CASN’s member schools and nurse educators across Canada.

Full-time, 35 hours/week

Responsibilities and Duties

Canadian Nurses Educators Institute (CNEI) support:

- Follow checklist for course creation, in cooperation with other staff
- Draft registration content for courses
- Track registration, course completion and communicate with students and instructors; respond to inquiries about courses
- Set up course content in learning management system (Moodle)
- Attend courses to provide technical support (Zoom)
- Send out course evaluations
- Create electronic certificates to send to students after course completion

Interest Groups support

- Respond to general inquiries (working with other staff) about registration
- Maintain a spreadsheet of membership divided by interest group
- Schedule meetings
- Support the coordination of Interest Group activities (e.g. webinars)
- Save interest group related documents in shared drive

Project/Committee administrative support

- Organize meetings, create agendas and take minutes
- Track knowledge translation activities
- Proofread/edit documents

<ul style="list-style-type: none"> • Assist with literature searches
<p>Executive Director (ED) support</p> <ul style="list-style-type: none"> • Administer expense claims for processing • Book travel • Plan, support and organize meetings and other activities • Prepare agendas and take minutes for meetings • Perform other related duties as assigned by the ED
<p>Other Duties:</p> <ul style="list-style-type: none"> • Provide administrative and event support for major CASN activities, such as Council, Conference, special projects • Carry out other tasks as assigned, including taking direction from other staff as needed.

Qualifications

Required qualifications

Minimum college diploma in office administration or relevant experience.
Bilingual (English and French).
Excellent, clear, and grammatically correct writing and oral communication skills in English and French.
Attention to detail and accuracy, and excellent proof-reading/editing skills.
Excellent organizational skills, ability to prioritize multiple responsibilities and meet deadlines.
Ability to use good judgement and problem-solving skills.
Ability to work independently with minimum supervision (working remotely due to COVID-19)
Take initiative, be a team player and have a positive attitude.
Willing to learn new skills/software/programs.
Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint – basic to intermediate expertise), use of email – Outlook (intermediate to advanced experience for email and scheduling) and Internet.
Ability to take accurate minutes for meetings.
Able to work a flexible schedule at times in order to participate in classes, as some classes are held in late afternoons and/or evenings.
Professional attitude, excellent interpersonal skills, be client-focused and responsive to customer requests (e.g. customer-service skills).

Preferred qualifications

Undergraduate degree in administration, arts, or related field.
Experience using and/or setting up Zoom and Microsoft Teams meetings.
Experience using a learning management system (such as Moodle).

What we offer:

- Generous leave entitlements, including December holiday closure
- Benefits: dental, medical, vision care, paramedical, life insurance (some exceptions may apply) and professional and confidential Employee Assistance Program services
- Participation in a defined contribution pension plan (some exceptions may apply)

The Canadian Association of Schools of Nursing (CASN) is committed to employment equity, welcomes diversity in the workplace and encourages applications from all qualified applicants. Recruitment-related accommodations for persons with disabilities are available on request.

The closing date for applications is Thursday, July 7, 2022. Please submit a cover letter and resumé to: HRRecruiting@casn.ca

Although all applications are appreciated, please note that only those candidates selected for an interview will be contacted.