STAFF VACANCY

Brescia University College (www.brescia.uwo.ca), a Catholic university college affiliated with Western University, is Canada’s only women’s university providing instruction to over 1,500 students. Brescia is currently seeking an experienced and dynamic individual to fill a position as:

ADMINISTRATIVE ASSISTANT
(Permanent Fulltime)
(Hourly Rate between $19.43 to $22.99 depending on experience)

Reporting to the Executive Assistant to the Vice-Principal and Academic Dean, the Administrative Assistant will primarily be involved in providing administrative support to faculty and the Office of the Vice-Principal and Academic Dean. In addition, this position will provide photocopy support to all areas of Brescia. This position also supports functions related to the management of the mail/supplies room, which include: inventory control; ordering office supplies; monitoring and participating in Brescia wide purchasing initiatives; the internal daily mail run and providing backup for the external mail run.

The Administrative Assistant position requires a helpful, detail-oriented individual with the ability to anticipate, plan and balance multiple priorities in a busy environment. The ability to work within a team; and the ability to demonstrate initiative and accountability for individual responsibilities are essential to the success of this position. Qualifications include a college diploma in Business or Administration and a minimum of 2 years of experience in an office setting. Excellent interpersonal skills, a proven ability to communicate effectively and professionally at all levels, proficiency with various computer applications in MS Office Suite, and a valid driver’s licence are also required.

For a detailed description of the role please email brescia-positions@uwo.ca with your request.

Please submit a letter of application and resume by 4:00 p.m. on Sunday, March 17, 2019 to:

Brescia University College
 c/o Human Resources
 1285 Western Road
 London, Ontario N6G 1H2
 Email: brescia-positions@uwo.ca

The University invites applications from all qualified individuals. Brescia University College is committed to employment equity and diversity in the workplace and welcomes application from women, members of racialized groups/visible minorities, Indigenous person, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at brescia-positions@uwo.ca