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 1500 students. Brescia is currently seeking an experienced and dynamic individual to fill a position as:

ADMINISTRATIVE ASSISTANT
(Temporary Part-time Contract - 18 hours/week)
(Salary - $19.43 per hour)

This part-time position will report directly to the School Chair, Food & Nutritional Sciences and will provide high-level, confidential day-to-day administrative support. In addition, the Administrative Assistant will implement administrative procedures, systems and processes to support the operation of the School of Food & Nutritional Sciences and will undertake specific projects as required.

You are a detail-oriented individual with excellent communication and organizational skills along with the ability to prioritize and multi-task in order to meet firm deadlines in a busy environment. Qualifications include a post-secondary diploma or degree in a complementary area of study and a minimum of two years’ experience in an administrative role. Experience in a post-secondary setting is an asset. You possess proficiency with Microsoft Office applications. Your ability to work within a team demonstrating strong interpersonal skills, initiative, accuracy, discretion and versatility are as essential as your strong work ethic and cooperative, energetic and enthusiastic personality.

Please submit a letter of application and resume by Monday, April 15, 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