

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 1,600 students. Brescia is currently seeking an experienced and dynamic individual to fill a position as:

ADMINISTRATIVE ASSISTANT, ADVANCEMENT & ALUMNAE RELATIONS (Permanent fulltime, Annual Salary \$46,519 - \$54,473 depending on experience)

Reporting to the Manager, Prospect Research & Information Systems, and providing high-level administrative support to the Executive Director, Advancement & Alumnae Relations, the Administrative Assistant will provide well-coordinated development and office administration services to support the strategic goals of the department. This position will play an integral role, supporting campaign and fund development. Key responsibilities will include: providing detailed, confidential executive support, organizing materials for and support of volunteers, Board committees and the greater Board of Trustees, processing all donations and database functions, providing front-line service to donors, alumnae and volunteers, supporting alumnae event logistics and ensuring the daily operations of the office are efficient, proactive and coordinated.

As the successful candidate you will be highly professional and motivated to succeed, with exceptionally high personal standards of performance, strong judgment and attention to detail. You will be an effective communicator with strong interpersonal skills who is equally comfortable interacting with faculty, staff, students, senior volunteers, or the public. In addition to having a completed post secondary education, you will be proficient in Microsoft Office, and have experience with Raiser's Edge or similar donor management databases. A familiarity with WordPress and Adobe products is an asset. In addition, you enjoy learning new technology and can adapt quickly to new challenges. Your versatility to work within a team and your capacity to work independently are as important as your dependability in meeting tight deadlines and managing multiple tasks. Experience in a fundraising environment, where maintaining confidentiality and discretion is essential, would be an asset. A willingness to work flexible hours, including some weekends and evenings will be required.

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

Please submit a letter of application and resume by 4:00 p.m. on September 26, 2019, to:

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