

<u>Position Title:</u>	Executive Assistant
<u>Program:</u>	Connected Minds
<u>Contract Term:</u>	3-Years with possibility of extension
<u>Annual Salary:</u>	\$70,000 plus benefits
<u>Hours of Work:</u>	Full-time; 35 hours per week

ABOUT CONNECTED MINDS:

Connected Minds: Neural and Machine Systems for a Healthy, Just Society (2023-2030) combines York's existing science and technology research ecosystem, and longstanding institutional strengths in the social sciences, arts, and humanities with Queen's University's complementary strengths in neuroscience, health, and artificial intelligence, as well as a substantial consortium of multi-sector partners. The Connected Minds vision is to co-create and co-lead socially responsible, community engaged research that produces innovative technologies, policies, and regulations that optimize the benefits and mitigate the risks of the new techno-social collective. Connected Minds will fund 35 strategic faculty hires, partner-focused seed, team, and prototyping grants, KM/commercialization events, and an ambitious multi-institutional micro-credential training program with 385 trainees and cross-sector stakeholders. All activities will require interdisciplinary participation, and we will prioritize projects that benefit Indigenous and other equity-deserving groups. With CFREF funding, Connected Minds will lead Canada and the world in the socially responsible creation and adoption of scientific and technological innovation to promote a healthy, resilient, and just techno-social collective.

JOB PURPOSE:

The Executive Assistant plays an integral role supporting the operations of the Connected Minds program, by providing efficient, professional, and confidential support to the Academic Director on work related to both the Connected Minds program and other research and professional work. The role will be a key liaison between the Academic Director with students, faculty, staff, and high-level internal and external contacts to facilitate program activities. As the first point of contact to the Academic Director, the Executive Assistant is responsible for assessing the importance and urgency of issues that arise and determining the best course of action in addressing the issues, triaging where necessary. The role requires considerable use of initiative, tact, diplomacy, discretion, and excellent judgement. The incumbent must be a quick learner and able to adapt in a fast paced, rapidly changing environment. The Executive Assistant maintains a commitment to supporting Connected Minds' commitment in decolonization, equity, diversity, and inclusion.

MAJOR DUTIES:

- Manages flow of communication for Connected Minds and other related research and admin undertaken by the Academic Director:
 - Manages email, phone, and written communications
 - Produces correspondence, reports, requests for information and documents
 - Proofreads materials to ensure adherence to program and university procedures and standards
 - Manages the calendar(s) and schedules meetings, appointments, travel and special functions, ensuring calendar(s) remains conflict-free

- Prepares briefing materials, presentations, reports, and other required materials for meetings/events and assists with grant application materials & preparation
- Attends Connected Minds meetings, produces minutes, formulates meeting agendas and prepares materials for distribution
- Reviews correspondence prior to obtaining relevant leadership's signature.
- Professionally represents Connected Minds and the Academic Director in all contacts and communication, addresses issues or concerns appropriately as they arise. Liaises with partner organizations and researchers to develop and maintain excellent working relationships.
- Administers special projects as assigned by leadership and coordinates with all related parties to ensure commitments are implemented.
- Organizes and manages logistics for events, including meetings, presentations, conferences, symposia, and site visits, from venue booking to invitation lists, travel and accommodation arrangements, vendor negotiation, and facility arrangements etc.
- Completes standard finance and HR forms on behalf of leadership and submits to Finance and HR for processing. Where necessary, assists in the procurement of research equipment and supplies, including placing, following up on and finalizing orders.
- Liaises with Connected Minds members, York support units (e.g., VPRI, ORS, Facilities Services, Faculties, Research Accounting Payroll, UIT etc.), and external parties (partners, collaborators, government agencies, funders, vendors etc.) to facilitate program activities and payments as directed by the Academic Director.
- Develops and maintains comprehensive records systems, updates and maintains distribution lists, and maintains database for materials used by leadership.
- Maintains high-level and detailed knowledge of leadership's program budgets and budget processes to support in daily research requirements. Prepares financial documents for signature.
- Liaises with research partners as needed, including gathering materials for progress reports, inputting data into reporting systems for grants, as needed.
- Assists in the preparation of quarterly, annual, and ad hoc reports.
- Processes claims for reimbursements for the Academic Director and connects with the University Services Centre (USC) and other departments to resolve issues as needed.
- Monitors and updates the program leadership's websites and other research websites to maintain current information as required.
- Proactively addresses operational issues and makes suggestions for improvement to leadership.

QUALIFICATIONS:

- Bachelor's degree in business, management or related discipline, with minimum five years of relevant experience providing executive support in large organizations.
- Effective planning and organizational skills with ability to prioritize workload and meet timelines.
- Effective communication skills with demonstrated ability to communicate to variety of members and partners.
- Effective problem identification and resolution skills.
- Demonstrated ability to work quickly and efficiently in a complex and frequently changing high volume environment.
- Comfortable with budgets and an understanding of accounting principles.
- Effective interpersonal skills, ability to exercise tact, discretion, and confidentiality.
- Experience liaising with multiple organizations and managing relationships.
- Strong attention to details.
- Experience with website maintenance and the use of online web resources.
- Proficient with Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.

Note: The duties of the Executive Assistant may evolve as the Connected Minds program expands and priorities shift. Flexibility, comfort with ambiguity, and a readiness to adapt to change will be essential.

Application Instructions:

Please submit a cover letter and resume to Emma Yuen, Senior People Partner, at emmay@yorku.ca. This position is open until filled.