



Assistant to the Dean (PRT 41464)
Fanshawe International

Location: London

Employment Group: Support

Type of Position: Full-time

Salary Range: \$27.81 per hour

Closing Date: August 20, 2024

Working at Fanshawe College

Fanshawe College is committed to the principles of hybrid work and may offer this option to employees whose work can be performed in an alternate location, without adverse impact to the operations of the College, inclusive of our Student and Staff experience. Confirmation of hybrid work options available to you will be clarified upon hire and may be subject to change based on the duties required of your position. Successful candidates will be required to perform work within Ontario and must be available to work on campus, as required.

Hybrid Work: This position requires daily on-site presence and is not subject to hybrid work.

Note: This is a full-time Support position (35 hours per week).

Duties: Under the supervision of the Dean, Fanshawe International, the incumbent is responsible and accountable for the administration of the daily activities of the Dean's office and providing administrative/secretarial support to the Dean and management team.

QUALIFICATIONS

- Post-secondary 2-year diploma in Business Administration and/or Administrative Secretary program or equivalent
- Minimum 3 years' experience in an office environment showing progressive responsibilities, preferably in a multicultural setting
- An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
- Experience with business operations and processes with well developed skills in internal and external communication
- Experience providing support to multiple managers preferred
- Demonstrated strong organizational skills and attention to detail
- Demonstrated ability to work independently and as a team
- Demonstrated excellent verbal and written communication skills

While transcripts are not required for the interview, they are mandatory prior to any offer of employment.

How to Apply:

For more information and how to apply, please visit the Fanshawe College website at: <https://jobs.fanshawec.ca/>

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

Fanshawe College is an equal opportunity employer. We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.

Fanshawe College provides accommodation to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.