



York University

**Manager, Office of AVP School of Continuing Studies**

Reference: 105666

Duration: Full time

Location: 4700 Keele Street, Toronto

York is a leading international teaching and research university, and a driving force for positive change. Empowered by a welcoming and diverse community with a uniquely global perspective, we are preparing our students for their long-term careers and personal success. Together, we can make things right for our communities, our planet and our future. We are seeking an inaugural Manager, Office of the Assistant Vice President to join our team!

A strategic partner to the Assistant Vice-President (AVP) of Continuing Studies and the Executive Team. A highly organized and results oriented individual who will ensure outstanding, efficient, and professional operation of the team. A collaborator who has a take charge attitude, loves to take on any size of project, can seamlessly plan any event, while ensuring the School is managing and meeting strategic objectives. A natural leader, who will supervise administrative staff, and act as an operational partner to the senior management team.

**Our Story....**

Seven years ago, we launched our School of Continuing Studies at a time when the demand for short professional education programs began to skyrocket due to labour market shortfalls. We became the fastest-growing school in Canada, the largest start-up in our sector in three decades, and garnered international awards and reputation as a global leader in our field.

We move fast, we innovate, we have fun, and we share a compelling sense of purpose as we address critical societal skill shortages. We help individuals to achieve personal and professional growth in a rapidly changing career and educational landscape. We help employers find the talent they need.

Our School is home to the international-award-winning York University English Language Institute, one of the largest language institutes in North America.

Our professional programs support local talent and attract professionals from around the world. We work closely with employers to codesign and deliver professional programs tied to Canada's largest skill shortages.

For more information about us, visit us at: <https://continue.yorku.ca>

**Your role...**

- You are highly organized, have strong business acumen, and possess strong administrative and problem-solving skills. You have planned large events, have managed projects, and are comfortable planning and managing within a project/workflow management solution like Asana. You can tame an inefficient workflow and turn it into a finely tuned system just as easily as you can tame digital file storage solutions allowing your co-workers the clarity of knowing exactly what to do and where to find their resources.
- You excel at communication of all kinds. You enjoy writing anything from confidential documents to staff newsletter to keep your colleagues up to date. For you, creating highly visual presentations is an opportunity to express your creativity to ensure maximum impact.
- You are someone who has astute critical thinking skills. You take initiative. You see this inaugural role as a blank canvas with which you can identify how to add the most value, make the most impact, and take some administrative and operational burden off the executives.

**Your strategic partner...**

- Tracey Taylor-O'Reilly is the founder of the School, and a social entrepreneur passionate about workforce development. In 2021, Tracey was recognized with the WXN Top 100 Most Powerful Women in Canada Award and with a Stevie award as the global Female Executive of the Year in the large government and non-profit category.
- She and the Executive Team are hard-working, driven, ambitious, curious, open-minded, and like a good laugh or practical joke (often at their own expense). They value the well-being and the ongoing learning and development of their team members. You will work hard, laugh, and grow alongside them in this role.

**Who are you...**

- You are self-motivated, take initiative, and make things happen.

- You are confident, mature, and have experience successfully supporting busy executives.
- You are a critical thinker, a systems thinker, a problem solver, and you are focused on finding scalable solutions.
- You identify what needs to be done and work independently - you own your deliverables.
- You aren't shy about asking why, thinking of alternatives, and sharing your ideas.
- Your keen eye for detail, commitment to quality, and positive outlook set you apart.
- You are a seasoned administrative professional and a leader of people.
- You have supervised others or directed work before. You are excited to learn more supervisory skills and oversee a small team.
- You bring your post-secondary education in preferably in a business, communications, humanities, or social sciences field.

#### **Your day-to-day responsibilities...**

- Supervising administrative staff supporting senior leaders, including recruiting, determining priorities, and ensuring high performance.
- Providing direct administrative, operational, and strategic support to our AVP and executive team
- Proactively manage, assess, and predict the requirements of the AVP to ensure they are prepared and organized for all meetings and events.
- Supporting executive leadership by prioritizing, assisting, and executing action items, follow-ups, and tasks with minimal supervision.
- Monitoring unit performance against strategic objectives and assist in reporting on and managing the executive team's projects and deliverables in alignment with the strategic plan.
- Leading projects and initiatives associated with the strategic plan.
- Creating editing, and ensuring consistent branding on all communication, correspondence, reports, and presentation decks.
- Providing executive support to the AVP and executive team including maintain calendars, prepare travel arrangements, completing expense reports.
- Coordinating logistics of meetings, large events, visiting delegations, special projects, and speaking events.

#### **Why work for us...**

- Competitive compensation, including variable pay based on performance
- Competitive health, vision, and dental benefits
- Excellent pension program
- Commitment and reimbursement for continuing professional education
- Hybrid work environment
- Stunning new building housing beautiful office and student space
- The opportunity to make significant national and global impact with your work!
- Working with a diverse and equitable employer, committed to creating an inclusive workplace.

For full position details, including skills and knowledge requirements, and to apply to this exciting opportunity visit the External Career Portal at: <https://rita.illicohodes.com/go/62a0be72b8f62713e2f4028b/54da218112497d0926fbced1/en>

We offer comprehensive benefits and access to superb educational and recreational facilities. For more information on what York has to offer U please visit: <http://hr.info.yorku.ca/benefits/>