

## **Administrative Assistant**

The Ontario Council of University Libraries ([OCUL](#)) invites applications for the position of Administrative Assistant.

OCUL is a consortium of twenty-one academic libraries from across Ontario collaborating to provide high quality services equitably to students and faculty across the province. For over 50 years OCUL worked to extend the capacity of our members, resulting in premier access to cutting-edge research and scholarly information services for over half a million university students, faculty and staff across the province. OCUL is an administrative affiliate of the Council of Ontario Universities ([COU](#)).

Reporting to the Executive Director, the Administrative Assistant will work within a small team to provide administrative support and assistance to the Executive Director and to unit staff. The Assistant also provides support to affiliates, committees, communities, and working groups, etc., as required. In addition, the Assistant provides support to the OCUL Directors, the board consisting of the heads of OCUL's 21 member libraries.

OCUL is a collaborative team of professionals where each employee contributes directly to the success of the organization. OCUL is committed to equity, diversity, and inclusion and supports equal opportunity to all employees.

OCUL offers a competitive total compensation package and a collaborative work environment. The hiring salary range for this position is \$40,136 - \$44,652. OCUL maintains office space in Robarts Library at the University of Toronto, however, there is a possibility of remote work from within Ontario for this position.

### **Key Responsibilities:**

#### **Support to the Executive Director and unit staff**

- Manage the Executive Director's schedule, appointments, meetings, and office time
- Liaison with administrative staff at member libraries and comparable organizations and units
- Manage information inflows and outflows, including correspondence, reading materials, routine replies, etc.
- Format documents (tables, charts, graphs, etc.) and presentations, e.g. PowerPoint, preparation of routine correspondence.
- Provide general office administration, document management, filing, answering and responding to telephone messages, coordinating travel and hospitality arrangements, etc. This includes development and maintenance of administrative processes and systems and attention to confidentiality.
- Add content to OCUL's website and wiki space and manage member discussion lists

## Support to Affiliates, Committees, Working Groups

- Arrange meetings, send out notices of meetings, and distribute with appropriate meeting agendas and other materials, prepare participants' lists.
- Reserve meeting facilities, order refreshments, arrange conference calls, set up refreshments and lunches as appropriate, and clear up after meetings.
- Prepare minutes for meetings, including two OCUL Directors meetings per year, and a number of committees and working groups.
- Arrange for guests at affiliate meetings by providing liaison with staff of appropriate offices, libraries, etc.
- Arrange off-site meetings for affiliate groups when required.

## Support to the Information Resources Coordinator

- Assists in managing licenses for information resources procured by OCUL on behalf of members.
- Records and tracks upcoming product renewals.
- Provides members with information needed to support decisions about products, including current and anticipated pricing, usage statistics and changes to the product or the terms of use.
- Follows up with vendors as needed to respond to members' questions and requests for information.
- Records, tracks, and follows up on decisions about product renewals, updating documentation to reflect current member entitlements.
- Assists in determining cost sharing and with invoicing, following up with members when required.
- Maintains documentation in shared cloud-based system.

## Experience/skills:

- Postsecondary education or equivalent experience.
- Minimum three years relevant experience; experience within a library or post-secondary education environment is an asset.
- Strong organisational and planning skills combined with solid decision making and prioritization skills.
- Computer- and Internet- literate and advanced abilities.
- Superior verbal communication skills, coupled with maturity, discretion and tact that enable the employee to exercise diplomacy when dealing with members of OCUL and outside agencies.
- Excellent writing skills, including the ability to draft and edit both for style and accuracy.

## Other:

Goal-oriented individual capable of working with limited supervision, scheduling tasks and establishing set priorities. Ability to work under pressure and to meet self imposed deadlines. Excellent interpersonal skills, with the ability to communicate with a wide variety of contacts. Ability to develop an understanding of and sensitivity to university concerns.

## Applications:

Those qualified are asked to submit a cover letter with resume, outlining your experience and suitability for the position as well as salary expectations, to: [amy.greenberg@utoronto.ca](mailto:amy.greenberg@utoronto.ca). Applications will be accepted until **5:00 pm, January 23, 2023**.

Information regarding OCUL is available at [OCUL.on.ca](http://OCUL.on.ca)

OCUL is an Equal Opportunity Employer that values the strength diversity brings to the workplace. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

OCUL is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform us of your requirements.