



BULLER SCHOOL OF BUSINESS

ACADEMIC ADMINISTRATIVE ASSISTANT

For a century Providence has been a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service. Our vision is to become a leading Canadian Christ-centred university that transforms students into leaders of knowledge, character, and faith to serve Christ in a changing world.

POSITION OVERVIEW

Reporting directly to the Dean of the Buller School of Business (BSB), the Academic Administrative Assistant (A-AA) is supportive in various administrative and academic roles including assisting the Dean and Faculty in daily office administration, and acts as the first point of contact for, the Faculty Dean's Office, to ensure professional and exceptional delivery of academic programs, including support for academic unit responsibilities and student concerns. The A-AA will be creative with attention to detail and enjoy working in an academic environment that serves students.

SUMMARY OF DUTIES AND RESPONSIBILITIES

ASSIST BSB DEAN AND FACULTY

- Proactively manage the day-to-day operations of the office through proper identification of business needs and prioritization of critical (high-risk) issues; inform and prepare the BSB Dean on upcoming situations/demands, where briefing is required; anticipate and mitigate emerging issues/risks that impact Faculty, students, and stakeholders as represented by the Office of the Faculty Dean.
- Schedule all appointments and meetings for the Dean; proactively manage the calendar to include requirements of the Dean's external activities, including stakeholder relationships and community events
- Maintain a record of the annual cycle of events related to the Dean's administrative position; use this to plan well in advance for activities such as tenure and promotion, attendance at leadership meetings, and the annual performance cycle
- Manage the Dean's correspondence; direct communications as appropriate to the Dean's support staff for action or Faculty-wide for information
- Oversee all requirements for surveys and information requested by the Accreditation of Colleges of Business Schools and Programs (ACBSP), the Association of Biblical Higher Education (ABHE), or other accreditation bodies; assist in various duties with

respect to accreditation such as compiling statistics, annual reports, mailing collating various surveys, and hosting accreditation personnel

- Initiate and compile research/data collection for assistance in reporting/planning, compliance with policy/procedures, etc., consistently staying well-informed on policies, procedures, regulations, and academic initiatives
- Organize and anticipate project deadlines to meet University obligations and apply critical thinking to identify day-to-day, as well as long-term, priorities
- Act as a confidential sounding board to the Faculty Dean and provide pertinent guidance when needed
- Liaise with the University College (UC) and Seminary Administrative Assistants to ensure clear communication and follow-up is provided to Faculty.
- Assist the UC Administrative Assistant in the preparation and distribution of meeting agendas, minutes, and other administrative materials for the Department, Executive Committee, Faculty Council, and Graduate Committee meetings including annual calendar of meetings
- Secures locations for departmental meetings and seminars; attends meetings and prepares minutes for distribution; oversees special projects.
- Composes and prepares various correspondence, materials, financial and administrative reports; receives and responds to donor/constituent inquiries; prepares personal letters of invitation, thanks, explanation, information, and cultivation.
- Completes expense approval forms as invoices are received and tracks expenses in departmental budget spreadsheet.
- Ensure that the Business faculty members and adjunct instructors are supplied with appropriate technology for their work. Assist faculty as needed with administrative duties
- Supports the Annual Performance Review for Faculty by updating forms, performing data entry and arranging meetings with the Dean
- Oversee the collection and posting of syllabi for all business-related courses
- Maintain office supplies and stationary inventory, as necessary
- Be a clearinghouse for physical plant needs in the School, such as maintenance of audio-visual equipment, classrooms, etc.
- Oversee distribution of communication whether printed or in electronic form as needed
- Coordinate with Provost Office to ensure that adjunct faculty have contracts
- Post Business department purchase requisitions to the Business Office
- Be a clearinghouse for faculty evaluation forms and files
- Distribute meeting agendas, minutes, and other administrative materials to faculty
- Assist with the organization of New Faculty and Adjunct Instructor Orientations and mentoring



- Assist with onboarding and offboarding of full-time and part-time Faculty.
- Coordinate and monitor budget transactions within the scope of authority and resolve issues as they arise. Analyze budget reports to ensure accuracy and to forecast future expenditures and/or savings
- Assist in updating the Faculty webpages with photos and biographies and news about Department events
- Assist in other duties as assigned

BSB RECEPTION DUTIES

- Maintain a personal presence in the BSB office; includes answering inquiries in person and on the phone
- Filing purchase requisitions
- Maintain BSB information; course catalogues, lists, locations, and time of class meetings.
- Maintain all syllabi in electronic and hard copy form from previous 5 years
- Relay phone and email messages to appropriate faculty members
- Anticipate problems and discuss them with the BSB Dean or other appropriate personnel

DUTIES PERTAINING TO BSB STUDENTS

- Assist in invigilation during exam period
- Serve on the graduation committee both University College and Seminary graduation ceremonies and banquets
- Organize and assist with planning of all special events of the BSB.
- As appropriate, assist students with academic issues or provide referral options to students
- Oversee and coordinate the Marking/Grading stipends and part-time/casual student/employee recommendation and hiring processes
- Provides support and oversight to work performed by student workers and Field Ed volunteers, as required.

OTHER EVENTS AND DUTIES

- Participate in the ongoing life of the BSB including chapels, meals, and other community building activities
- Provide backup for the other Academic Assistants, as required
- Assist with occasional institutional duties as they arise
- Participate in institutional committees as applicable to the position
- Interface with Providence food services, student housing, and other departments as appropriate



- Coordinate with outside businesses and vendors to serve faculty and students as appropriate

COMPETENCIES

- Professionalism and adherence to ethical standards
- Administrative skills
- Solution minded: Ability to give full attention to what other people are saying and to use logic and reason to identify the strengths and weaknesses of alternative solutions
- Knowledge: Job requires someone that can easily troubleshoot and identify solutions
- Communication: Excellent skills both oral and written and interpersonal communication; ability to move about campus and to interact with students, faculty, staff and constituents
- Initiative: Job requires a willingness to take on responsibilities and challenges
- Dependability: Job requires being reliable, responsible, and dependable, and fulfilling obligations
- Attention to Detail: Job requires being careful about detail and thorough in completing diverse work tasks
- Ability to work independently: Follow through on multiple assignments promptly, to coordinate and prioritize a variety of diverse tasks
- Confidentiality: Ability to exercise discretion, confidentiality, integrity, diplomacy, professionalism, and tact
- Adaptability: Flexible, resilient
- Time management and prioritization skills;
- Logistic organization
- Respect
- File system management skills
- Team member and community builder

EDUCATION AND QUALIFICATIONS

- Two-year College or Technical school certificate in Business Administration preferred;
- Administrative skills demonstrating high-level of expertise in all areas of modern office practice and procedure
- Minimum 3-5 years office related experience or equivalent
- Proficient in MS Office 365 (intermediate to expert level) or current operating system
- Intermediate to expert level proficiency with database applications
- Willingness to take added training as required by the institution



PERSONAL COMMITMENT

- An active personal Christian faith commitment.
- A commitment to Christian higher education.
- Support the Providence mission, vision, and values.
- Affirm the Providence [Statement of Faith](#)
- Agree to abide by the Providence [Covenant of Community Life](#)

WORK ARRANGEMENT

- This is a full-time at 37.5 hours per week, Monday - Friday
- This is an in-person, on-site position based on our Otterburne campus

APPLY

Submit a cover letter and resume by email to: Dr.

Jones, Dean of the Buller School of Business

c/o Marlin Reimer, Director of Human Resources. Email: hr@prov.ca

Start Date: September 15, 2025

Consideration of applications will continue until the position is filled. All qualified candidates are encouraged to apply; however, Canadian citizens and Permanent Residents will be given priority. Applications from members of underrepresented groups are especially welcome. We thank all applicants for their interest. **However, only those selected to proceed in the application process will be contacted.**

Further information about Providence may be found at prov.ca.