

JOB TITLE: Financial and Administrative Assistant

DEPARTMENT: International Centre for Northern Governance and Development

STATUS: 1.0 FTE; Term, 1 year with the possibility of extension or becoming permanent.

COMPETITION NO: 10324-M

SALARY INFORMATION: The salary range is \$43,343 to \$67,724 per annum (Specialist/Professional, Phase 1). The starting salary will be commensurate with education and experience.

PRIMARY PURPOSE: To provide administrative and financial management for the International Centre for Northern Governance and Development and assist with the development of agreements and proposals related to the work of the Centre.

NATURE OF WORK: Reporting to the Director of the Centre, and working closely with Centre staff, this position works collaboratively to further the work of the Centre. Work is complex, involving close collaboration, careful attention to detail and quality of work, and extensive research efforts. This position has a strong impact on the credibility and profile of the Centre.

ACCOUNTABILITIES:

- Decisions of the Director are implemented and administered effectively.
- Financial reports, claims and records are effectively maintained, prepared and presented.
- Annual and official reports to funding agencies are researched, prepared and presented by due dates.
- Travel and meeting arrangements for the Director's are effectively coordinated.
- Manages the Director's schedule strategically, establishing standards that provide a balance between meeting and

office/work time, reflecting realistic priorities in terms of who and when to book into the calendar, and allowing sufficient flexibility for shifts in response to the fast-paced and fast-changing agenda for the Centre.

- Performs other related duties as assigned.

QUALIFICATIONS

Education: Minimum of a bachelor's degree. An equivalent combination of education and experience may be considered.

Experience: Two to three years of directly related experience in a post-secondary, not-for profit or similarly complex environment. Experience working in international, Northern, and/or Aboriginal organizations or communities is an asset.

Skills: Exceptionally strong written, verbal, organizational and communication skills are required; demonstrated management and effective decision-making skills are essential; and highly effective interpersonal skills, including diplomacy, creativity, self-motivation, reliability, tact, and the ability to work independently and effectively within a team environment are required. Demonstrated experience with a financial reporting system is an asset. The ability to speak Cree or Dene would also be considered an asset.

THIS POSITION IS IN SCOPE OF THE ADMINISTRATIVE AND SUPERVISORY PERSONNEL ASSOCIATION.

PLEASE APPLY NO LATER THAN August 31, 2010

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