



## **Brock Business Students' Association Executive Assistant**

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**Job Title:** Executive Assistant  
**Job Location:** Brock University, Faculty of Business  
**Number of Positions:** 1  
**Post Date:**  
**Reports To:** President  
**Company URL:** <http://www.brockbsa.com>

### **Business Students' Association**

The Business Students' Association (BSA) is the facilitating umbrella organization for all Faculty of Business Student Clubs (FOBSC). The BSA has restructured the student associations to better serve the student body and ensure the best results possible from each Faculty of Business (FOB) event. The BSA's mission is to improve the quality of each business student's experience at Brock University.

### **Job Summary**

The BSA's Executive Assistant will provide administrative support to the President and the rest of the Association. To be successful in this position, the candidate must be results-oriented and have the demonstrated ability to effectively prioritize workflow. Due to the role's dynamic nature, effective time-management skills as well as the ability to handle a wide range of responsibility and autonomy will be necessary.

### **Duties and Responsibilities**

- Attend and contribute constructively to BSA Executive Meetings and Faculty of Business Student Clubs (FOBSC) Meetings
- Responsible for taking minutes at meetings when required
- Responsible for coordinating and scheduling weekly office hours
- Manage BSA office and table bookings
- Assist BSA President and Executives with initiatives, as required
- Assist BSA President and Executives in maintaining relations and communications with key Faculty of Business contacts, as required
- Work effectively and efficiently within dynamic constraints
- Represent the BSA and the Faculty in a consistently professional manner
- Responsible for accurate and ethical business practices within the BSA
- Attend regular BSA General meetings
- Other duties as required

### Minimum Requirements

- Must be a Full-time student enrolled in the Faculty of Business
- Must have completed a minimum education level of 1st year university
- Must be in good academic standing
- Must be fluent in the English language (French an asset)
- Experience in a leadership role is an asset

### Skills, Effort & Competencies

- Effective oral and written communication
- Read, comprehend and use written materials, including graphs, charts and displays
- Organization/Planning
- Attention to detail
- Responsible, capable of seeing projects to completion
- Time Management/Punctual
- The ability to identify and suggest new ideas to get the job done – creativity
- Understand and contribute to the organization's goal
- Cooperative
- Seek a team approach as appropriate
- Self-motivated

### Application Process

Please email a copy of your resume, cover letter, and transcript to Patricia Bernardo at [vphumanresources@brockbsa.com](mailto:vphumanresources@brockbsa.com) by **February 19, 2012 by 1 pm**. If you wish to apply to more than one position, please send ONE application; indicate all positions in your cover letter.

### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the individual.