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Dean's Executive Assistant

Introduction

St. Andrew's Hall (SAH) is seeking a highly skilled and mission-driven Executive Assistant to support the Office of the Dean. This role is central to ensuring the smooth, professional, and values-aligned functioning of the Dean's Office and its leadership responsibilities. The Dean's Executive Assistant will be a member of the Executive team at St. Andrew's Hall, the Presbyterian Church in Canada college at the University of British Columbia located on the traditional, ancestral and unceded territory of the (xʷməθkʷəy̓əm) Musqueam people. The successful candidate will bring exceptional judgment, organizational excellence, and a deep appreciation for the ethos and educational mission of SAH.

Responsibilities

- Supports the Dean (and Assistant Dean) in carrying out the responsibilities of the office and administering policies and procedures.
- Protects the integrity and reputation of the Dean's Office by ensuring all communication aligns with the mission and ethos of the College.
- Ensures meetings for the Dean and the SAH Board (serving as secretary of the Board) are organized effectively and appropriately.
- Manages the timely and smooth distribution of Executive Staff and SAH Board meeting agendas, including follow-up on decision items and collection of action items arising from these meetings.
- Provides support to the Dean's Office and to SAH departments (Chaplaincy, Centre for Missional Leadership, Housing, Facilities, Finance) as directed by the Dean.
- Organizes events on behalf of the Dean.
- Prepares reports, presentations, and communications on behalf of the Dean as required.
- Oversees the maintenance and organization of Executive Committee and SAH Board meeting records and documentation.
- Oversees the maintenance of staff personnel files, ensuring all information is accurate and up to date.
- Provides administrative support to the Dean, including scheduling meetings, appointments coordinating calendars and provides support in areas such as fund development, website updates, social media updates, travel and support of overall operations of SAH.
- Proofreads materials, drafts correspondence, schedules meetings, reviews and screens incoming mail, distributes internal and external communications, arranges travel and accommodations, maintains filing systems, and performs all other secretarial duties as required.
- Recommends procedural improvements to enhance office efficiency, including cross-departmental processes that intersect with the Dean's Office.
- Performs additional tasks as requested by the Dean or Assistant Dean.

St. Andrew's Hall, the Presbyterian Church in Canada College at The University of British Columbia, is located on the traditional, ancestral and unceded territory of the Musqueam people.

Qualifications

Education

- Completion of an Administrative Assistant diploma from a recognized business college.
- A relevant university degree is considered an asset.

Experience

- Minimum of five (5) years of progressively responsible administrative experience.
- Extensive experience supporting senior administrators is an asset.
- Experience in a university or similar organizational environment is an asset.

Knowledge, Skills, and Abilities

- Clear understanding of, and ability to articulate, the distinct ethos of SAH.
- Ability to work effectively in a politically sensitive environment.
- Demonstrates initiative and works intuitively with senior leadership.
- Exhibits integrity and ethical conduct in all interactions.
- Builds and maintains professional relationships that support collaboration and problem solving.
- Strong organizational and time-management skills, with the ability to manage multiple projects and competing deadlines.
- Addresses problems directly and persists in finding solutions.
- Exceptional interpersonal and communication skills.
- Ability to develop and maintain rapport with a wide range of individuals.
- Optimistic and adaptable in the face of change.
- Demonstrates emotional maturity and resiliency in challenging circumstances.
- Shows courage in addressing difficult issues.
- Celebrates successes and learns from mistakes.
- Shares expertise willingly and is recognized as a resource by others.
- Proficient in MS Office (Word, Excel, PowerPoint), Canva, Eventbrite, Mailchimp, and internet search tools; working knowledge of social media platforms.
- Able to transcribe and prepare meeting minutes accurately and efficiently.
- Builds effective working relationships with students, faculty, and community stakeholders.
- Proven ability to manage multiple deadlines and prioritize in a complex, fast-paced environment.
- Demonstrated ability to cope with stress in a dynamic workplace.

Diversity & Inclusion

A full-time position, (40 hours/week) remuneration is commiserated with skills, and includes extended health, dental and pension. Two weeks of paid leave are provided. The role starts in October 2026.

SAH is committed to fostering an inclusive, respectful, and equitable community. We welcome applications from individuals of all backgrounds and lived experiences, and we encourage candidates who bring diverse perspectives to apply. We believe that a vibrant community is strengthened by the contributions of people with varied identities, cultures, and viewpoints, and we are dedicated to creating an environment where all members feel valued and supported.

Application Process

Interested candidates should email their résumé and the names of three (3) references (subject line: **Dean's Executive Assistant Search**) to the attention of the Dean (Dr. Ross Lockhart) at **deansoffice@standrews.edu** by **September 15, 2026**.

Additional information about SAH can be found at **www.standrews.edu**.

About SAH's Mission & Culture

Joining SAH means becoming part of a community rooted in academic excellence, hospitality, and a commitment to forming leaders for the church and world who serve with integrity and compassion. The Dean's Office plays a vital role in supporting this mission, and the Executive Assistant will contribute meaningfully to the life and work of the College. We invite candidates who resonate with our values and who are energized by meaningful, collaborative work to consider this opportunity.