

Director of Administration

The Director of Administration is responsible for ensuring a smooth flow of the logistics in all of HRSA's activities and maintain good relations and communication with SFSS. You will ensure that information is relayed in a timely manner and necessary administration is completed for HRSA operations. You also support the Executive Team in administering deadlines and tasks (debrief documents, monthly progress reports, brainstorming documents, speaker questions, etc.). You work closely with the President to develop strategic initiatives and ensure the team produces quality work.

Your term will last from May 2017 - April 2018.

Your Role Includes:

- Completing administrative and logistical tasks for events on-campus and off-campus events and monitoring progress of requests
- Preparing and submitting SFSS room booking requests for on-campus events
- Preparing and submitting SFSS catering grant requests including the catering order to order food for the event
- Preparing and submitting SFSS grants based on the budget and logistical needs of the event (A/V, parking passes, decorations, etc.)
- Preparing and submitting SFSS print requests in accordance to the budgeted amount for printed promotional material per event
- Establishing and implementing internal controls (policies and procedures) for team tasks and deadlines that meet HRSA standards
- Recording meeting minutes in weekly meetings and distributing them within 24 hours via email and Facebook/Communication channels
- Organizing the team's Google Drive to aid team's navigation
- Administering and going over monthly reports for entire team
- Regularly working with the President to ensure that the planning, scheduling and decision making process is continuously defined, adopted and documented
- Working closely with Director of Finance, Director of ER, Director of Member Relations, and the President to ensure the synergy of tasks (grant, room booking, and catering requests)
- Meeting with respective Organizing Committee Coordinator at least once a month and maintaining open communication to guide and monitor progress
- Being an HRSA ambassador and promoting HRSA in a responsible and professional manner

You're Great At:

- Laying out logistic details in an event planning processes and thinking critically to assess success or improvement of internal structure



DIRECTOR OF ADMINISTRATION

JOB DESCRIPTION

- Forecasting and planning ahead, anticipating problems in advance and developing contingency plans for different scenarios
- Proactively seeking for resources from SFSS
- Organizational and time management skills using online and personal resources (Calendar, Google Drive, etc.) to ensure that deadlines are met and to mitigate processing delays
- Professional verbal and written communication skills to increase rapport with HRSA's stakeholders including SFSS and SEO

Bonus Points:

- Experience with SFSS administration requirements and procedures
- Previous event planning experience
- Planning it Right certification
- Interest in human resources
- A large and strong network of industry professionals
- Engagement in the Beedie community