



Member Relations and Governance Officer

The Council of Ontario Universities (COU) invites applications for the position of Member Relations and Governance Officer. The position is located in Downtown Toronto.

The Council of Ontario Universities is the forum for Ontario's universities to collaborate and advocate in support of their shared mission to the benefit and prosperity of students, communities, and the province of Ontario.

Responsibilities:

- Plays a leadership role in member relations and participates in strategic discussions with the President and Chief of Staff regarding member relations, meeting management, and governance and management strategy
- Provides a high-level of customer service to members, external stakeholders, and colleagues at all times
- Plays a leadership role in member communications and engagement, writing, editing, and distributing high-level memos, correspondence, and other member communications products on behalf of the President
- Serves as associate secretary of the Council and as associate corporate secretary, providing high-level governance and secretariat support to various committees and groups
- Carefully reviews and edits all meeting materials prepared for Council and relevant committees
- Conducts research and drafts meeting notes and other background material as required
- Prepares chair's notes for all assigned meetings to ensure strategic use of meeting time
- Records proceedings and decisions of all assigned meetings and prepares meeting notes or minutes as required; oversees all relevant record keeping
- Serves as backup to the Chief of Staff in supporting the President
- Acts a key member of the President's office and COU team and participates in various projects and committees, providing support to other team members as required
- Available to respond to urgent matters as well as attend meetings and events outside of normal business hours as required

Qualifications:

- University degree in political science, public administration, business administration, or another relevant field; graduate degree is an asset
- At least five years of experience in a similar role, preferably in a university or not-for-profit setting
- Experience in an executive office is an asset
- Experience in a governance role is an asset

- Experience in an advocacy environment is an asset
- Highly developed organizational, time management, and prioritization skills
- Precise attention to detail
- Excellent writing and editing skills, with the ability edit for clarity and copy lengthy technical documents
- Excellent judgment with the ability to make decisions in the absence of complete information, context, or precedent
- Strong analytical and conceptual skills, with the ability to develop an understanding of a wide range of postsecondary issues
- Ability to carefully follow Council and committee discussions, and synthesize key points into minutes or meeting notes
- Excellent interpersonal and customer service skills
- Tact, diplomacy, courtesy, and ability to interact well with staff at member institutions at all levels
- Comfortable communicating with and advising senior executives
- Ability to work in a fast paced environment, adaptable, flexible, proactive, and responsive to change
- Ability to take a whole-of-COU approach to work and consider broader implications of all decisions and actions
- Ability to work independently and as a member of a team

Application:

Those qualified are asked to submit a cover letter with resume, outlining your experience and suitability for the position as well as salary expectations to COUrecruit@cou.on.ca by 5:00 pm on July 23, 2018.

Information regarding COU is available at cou.on.ca.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

COU is an Equal Opportunity Employer that values the strength diversity brings to the workplace. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

COU is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform COU of your requirements.