KNOX COLLEGE
think deeply • live authentically • lead courageously

Executive Assistant to the Principal

Knox College

Toronto, Ontario

POSITION SUMMARY

Knox College, a graduate theological school of The Presbyterian Church in Canada, is a federated college of the University of Toronto and a founding member of the Toronto School of Theology. We seek a highly organized, discreet and relationship-focused Executive Assistant to the Principal. Reporting to the Principal, the position manages the day-to-day administration of the Principal's Office and provides administrative support to the Board of Governors, its committees, the Academic Dean, Faculty and staff. This is a full-time, permanent position (35 hours per week).

Knox College is deeply committed to fostering an equitable, diverse, and inclusive staff that reflects the richness of Canadian society and to creating an inclusive, accessible application process for all candidates. The College actively encourages applications from qualified candidates with lived experience in racialized and Indigenous communities, as well as individuals of all gender identities, cultural traditions, socioeconomic backgrounds, and disabilities. All qualified applicants are invited to apply. Accommodations are available upon request throughout the selection process. For accommodations, contact the Director of Finance and Administration at knox.financedirector@utoronto.ca.

KEY RESPONSIBILITIES

Management of the Principal's Office

- Serve as confidential assistant to the Principal, handling sensitive information with discretion, sound judgment and diplomacy.
- Draft, edit, process, store and distribute correspondence, reports and other documents of the Principal's Office.
- Process Principal's Office deposits and expense payments; approve cheque requisitions for Faculty and Senior Leadership Team expenses up to $5,000.
- Serve as recording secretary for Faculty and Senior Leadership Team meetings.
- Oversee preparation and submission of the annual ATS report in cooperation with the Principal and relevant College departments.
- Coordinate the annual Convocation on behalf of the Principal, including guest arrangements, venue, reception, academic dress, invitations, communications and program booklet.
- Oversee hospitality and event coordination for Principal's Office meetings, receptions, special events and community lunches.

- Collaborate with Faculty and other departments in planning and delivering College events, including administration, catering, setup and cleanup as needed.

Support to the Academic Dean

- Provide administrative support for contracts, appointments and payment requisitions for sessional instructors, teaching assistants and other term contract personnel.

Board Governance and Relations

- Plan and support three to four meetings of the Board of Governors, as well as meetings of its Executive Committee and other Board Committees as needed, including scheduling, agendas, documents and hospitality.
- Serve as recording secretary and maintain the central repository of Board and committee documents and minutes.
- Work with the Board's Standing Orders and Knox College By-laws and understand related procedures; assist with review and accessibility of Board-approved policies.
- Support Board Committee Chairs and help organize orientation for new Board members.

Risk Management

- Track institutional sustainability risks using risk management software and update records in consultation with Senior Leadership Team members.
- Prepare and present the annual Risk Assessment Report to the Executive Committee and Board, highlighting high risks, significant changes to the risks and their rankings, and the mitigation measures in effect or needed.

Human Resources Administration

- Organise and provide confidential administrative support for Faculty and staff searches.
- Support Faculty reviews, Faculty promotion reviews and Faculty tenure reviews chaired by the Principal.
- Assist the Principal and Director of Finance and Administration in updating the Staff and Faculty Handbooks.

Key Relationships

Build productive relationships with College Faculty, staff, students, the Board and its committees, the Toronto School of Theology, the University of Toronto, The Presbyterian Church in Canada and external contacts. Provide a hospitable and supportive environment for visitors and users of College facilities.

QUALIFICATIONS

- A post-secondary degree and/or six years of equivalent executive assistant experience demonstrating maturity and sound judgment.

- Extensive administrative and organizational experience, including excellent note-taking and preparation of accurate meeting minutes.
- Excellent written and verbal communication skills; proficiency in Microsoft 365.
- Strong interpersonal, negotiation and conflict-resolution skills; a diplomatic, personable, self-assured and professional manner.
- Ability to work independently, prioritize competing demands, multitask and maintain strict confidentiality.
- Analytical ability, meticulous attention to detail and proven capacity to build effective working relationships.
- Knowledge of church and higher education, and willingness to learn the policies and procedures of Knox College, The Presbyterian Church in Canada, the University of Toronto and the Toronto School of Theology.
- Availability for flexible hours, including additional hours and possible evenings or weekends for Convocation and other special events.

APPLICATION PROCESS

Students enrolled at the Toronto School of Theology are not eligible for this position.

The submission deadline is December 30, 2026. The appointment is expected to commence no later than April 1, 2027. Please send your résumé and cover letter, together with the names of three references, to the Director of Finance and Administration at knox.financedirector@utoronto.ca.

Salary range: $80,891.06 to $96,154.05. A competitive pension and benefits package is offered.

Employment status: Full-time permanent (35 hours per week).

Work arrangement: Primarily office-based, with an opportunity to work from home part of the time.

Schedule: Flexible hours; additional hours, possibly evenings and weekends, for Convocation and other special events.