

Centre for Digital Media Job Description

Job Title: Executive Assistant

Department: Corporate Management

Reports to (Title): Managing Director

Date: New Role November 2025

A. Role Summary

The Centre for Digital Media was established through the ground-breaking partnership of four leading academic institutions: The University of British Columbia (UBC), Simon Fraser University (SFU), Emily Carr University of Art + Design (ECU), and the British Columbia Institute of Technology (BCIT).

Reporting to the Managing Director, Academic and Business Operations, the Executive Assistant provides confidential and tailored administrative support to the senior leadership team. Key duties include calendar management, meeting organization and management, presentation and report drafting and event support. The Executive Assistant works closely with the senior leadership team to provide high quality and streamlined administrative services on a day-to-day basis to allow leadership to focus on strategic and operational priorities. Strong interpersonal, communication and administrative skill sets are vital competencies for this role. Providing confidential administrative support to the Managing Director, the Executive Assistant may provide additional support to the Director of Finance and Property, the Director of Programs and Innovation, and the Board of Directors.

Core competencies:

- Administrative organization and calendar management
- Project management
- Customer support
- Report and presentation drafting

B. Values & Digital Futures Access Strategic Plan Alignment

The role will support all institutional [values](#), and in particular:

1. Justice, Equity, Diversity and Inclusion (JEDI) - actively addressing social inequities and creating new inclusive opportunities.
2. Social Impact and Sustainability - facing the current and emerging digital challenges of our society to leave a sustainable and meaningful positive impact on our communities.
3. Innovation - being recognized as a creative institution that undertakes leading-edge research, solves complex problems, and breaks new ground in digital media.

The role will also be engaged with many elements of the CDM strategic plan and academic north star including coordination of reporting and accountability practices.

B. Key Functional Responsibilities

1.	Senior Leadership Administrative Support • Serve as a trusted and proactive partner to the Managing Director, supporting day-to-day priorities and activities. • Manages all aspects of the Managing Directors calendar including scheduling and supporting large group meetings. • Uses diplomacy, discretion and tact in prioritizing meeting requests. • Supports a variety of meetings and working groups. Prepares and distributes agendas and other meeting materials; makes appropriate arrangements for room bookings and videoconferencing connection; organizes catering if required, takes minutes and meeting notes as required; tracks and follows up with participants on outstanding action items. • Coordinates all travel arrangements and prepare reimbursements of travel expenses for senior leaders. • Assembles, maintains and brings forward materials from a variety of sources to the Managing Director's attention to support operations and meeting preparation. • Ensures briefing materials are accurate, concise, and tailored to support decision-making. • Prepares correspondence, forms, reports, presentations and other documents in draft format in anticipation of demands on the Managing Director. • Acts as the administrative hub for annual projects and workflows as assigned. • Prepares, tracks, and processes a variety of forms and documents which require the review, approval and/or signature of the Managing Director,--ensuring timely responses. • May act as a first point of contact for inquiries. • May be asked to represent the Managing Director at meetings.
2.	CDM Community Support • Books rooms for visiting guests, scholars, temporary faculty and others. • Provides administrative support to the Chair of Board of Directors as requested. • Provides meeting support including room booking, scheduling, videoconferencing connections and catering for the Board of Directors, Program Advisory Committee and other committees as requested. • Supports governance-related administrative tasks, including maintaining governance databases, contact lists, and records. • Assists in the coordination of materials for Board of Directors, Shareholder, and Advisory Committee meetings, ensuring efficient and accurate preparation and distribution of supporting documents. • Coordinate logistics for Board and Advisory Committee member orientation programs and assist with the administrative tasks related to tracking membership and identifying vacancies. • Support staff recognition initiatives. Organizes the staff and faculty holiday recognition event. • Sources and buys office and academic supplies • Organizes events under the guidance of the Community Experience and Admissions Specialist including working with internal and external parties to ensure catering, insurance, event flow, speaking notes, invitations and promotion etc are coordinated. Provides onsite event support as requested. • Provides relief and supports reception • Acts as onsite point of contact for visiting scholars and guests

- Supports social media presence for the organization
- Supports Property Management with campus wide initiatives

These tasks are not exhaustive but illustrative of duties assigned to the role.

C. Education, Experience, and Skills

1. Education

	Required	Preferred	Areas of study preferred
Grade 12 or equivalent	x		
Diploma		x	
University Degree		x	Communications
Other licenses, certifications, designations			

Notes:

2. Experience

3+	• Related experience supporting senior leaders or providing 1:1 administrative support • Experience in an educational environment is an asset
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3. Skills

- Advanced knowledge of Microsoft applications and tools including Office 365 and applications such as Word, Excel, PowerPoint, Planner, Sharepoint, PowerBI, etc). Strong MS Outlook and calendar management skills are required
- Skilled with visual design and presentation creation
- Strong time management skills with the ability to manage multiple priorities and customers. Project management skills an asset.
- Proactive attitude, adaptable to a changing environment.
- Strong attention to detail and organizational skills.
- Experience notetaking. Ability to take notes, draft communications/reports/presentations based on the assignment given
- Strong communication skills with the ability to work well in teams and independently.
- Service focused—able to provide value and guidance to a diverse range of audiences including students, staff and faculty.
- Demonstrated initiative. A self-starter with a proven ability to anticipate needs of manager to prepare for the work ahead
- Demonstrated commitment to justice, equity, diversity and inclusion.
- Sense of professionalism and confidentiality. Discretion, diplomacy and sound judgement are required.

D. Management Scope and Budget	
1. Management Scope	
X	Individual Contributor
	Leads/Supervises
	Manages staff
	Manages staff including other managers
2. Budget	
	Has budget responsibility
X	Has no budget responsibility
E. Working Conditions	
1. Hours of work	
X	Full-time
	Part-time:
	Flexible hours required for events
2. Environment	
x	Office – this position is eligible for hybrid work after probation
	Offsite
3. Travel	
X	No travel required
	Occasional day travel required - indicate how often: weekly through Lower Mainland
	Occasional overnight travel required - indicate how often: Potentially 1-2 times per year