

## CAREER OPPORTUNITY



**Date Posted:** September 14, 2017  
**Job Title:** Academic Administrative Assistant  
**Job Number:** SO-415  
**NOC:** 1241  
**Band:** 6  
**Department:** Materials Science and Sustainability Studies Graduate Programs  
**Supervisor Title:** Graduate Director(s)  
**Status:** Part-time (17.5 hours per week), regular  
**Salary:** \$1,980.43 - \$2,338.16 per month  
**Location:** Trent University Peterborough  
**Start Date:** As soon as possible

For more information, please view the full [Position Description](#) or visit [trentu.ca/employment](http://trentu.ca/employment)

**To Apply:** Those interested in applying are asked to submit a cover letter, resume and application form (if applicable), by email to [jobs@trentu.ca](mailto:jobs@trentu.ca) (Microsoft Word or Adobe PDF) no later than **Monday, September 25, 2017 at 4:00 p.m.** Please note your full name and the job title in the subject line of your email (i.e. First and Last Name – Job Title). Applications from external candidates will be considered only when accompanied by a completed [Application Form](#).

*Trent University is actively committed to creating a diverse and inclusive campus community and encourages applications from all qualified candidates. Trent University offers accommodation for applicants with disabilities in its recruitment processes. If you require accommodation during the recruitment process or require an accessible version of a document/publication, please contact [humanresources@trentu.ca](mailto:humanresources@trentu.ca).*

*While the University appreciates all applications, please note that only candidates selected for an interview will be contacted. In the case of regular/recurring OPSEU positions, the University will consider internal OPSEU applicants first, in accordance with the OPSEU Collective Agreement.*

Trent University was founded on a commitment to interactive learning that is personal, purposeful and transformative. Recognized nationally for its leadership in teaching, research and student satisfaction, Trent attracts exceptional students, faculty and staff from across the country and around the world. Our Peterborough campus boasts award-winning architecture in a breathtaking natural setting, just 90 minutes from downtown Toronto. Our growing campus in Durham delivers a distinct mix of programming in the GTA.

