



EXECUTIVE ASSISTANT (24-month contract)

Position Description:

The Higher Education Quality Council of Ontario (HEQCO) is an agency of the Ontario government which brings evidence-based research to the continued improvement of the province's postsecondary education system. HEQCO is looking for an executive assistant (24-month contract) to provide executive services and support to the president and chief executive officer and to provide secretariat support to the board of directors of the agency.

Responsibilities:

- Provide executive support to the president and chief executive officer to ensure timely and accurate information is prioritized, researched, analyzed and summarized on current and emerging issues in support of decision making in the management of HEQCO.
- Serve as the focal point of contact between the president and chief executive officer and the board of directors, government officials and stakeholders across the postsecondary sector in order to manage linkages and protocols and to ensure seamless coordination of matters within the office of the president and chief executive officer.
- Manage the flow of communications to and from the office to facilitate the prioritization, coordination and response to all requests for information and to ensure the president and chief executive officer is properly briefed in all significant matters.
- Manage the scheduling of the president and chief executive officer's meetings, speaking engagements and presentations and coordinates the preparation and/or compilation of background materials.
- Plan and manage all board-related matters in support of board governance and the provision of secretariat services, including scheduling and coordination of board meetings, preparation, quality assurance and distribution of agendas, presentation materials and minutes and follow-up of all decisions, policies and directions by the board.

- Plan and administer the governance of HEQCO's board of directors, including the cyclical review of board policies and procedures (e.g., code of conduct, conflict of interest, board and committee mandates, committees' terms of reference, work plans).
- Lead and participate on a variety of projects as assigned by the president and chief executive officer, including working with the communications team in stakeholder and outreach logistics, material preparation and distribution.
- Actively participate in and support all HEQCO programs, services and activities.

Qualifications:

Education and Experience

- College diploma in an executive administrative or related field.
- 4–6 years of experience in providing executive-level services and support to an executive within a public sector setting with expertise in prioritizing and managing competing priorities and deadlines.

Knowledge and Skills

- Knowledge of executive office protocols and administrative systems, directives and procedures within a government environment.
- Knowledge of and skills in board governance to provide secretariat services to a board of directors.
- Political acuity and effective stakeholder-management skills.
- Skilled in managing work processes, adapting procedures and providing optimum services.
- Oral and written communication skills to liaise with a range of contacts in government and across the postsecondary sector and to prepare board-related and other materials.
- Competency in both official languages is an asset.
- Experience supporting a not-for-profit or agency board of directors or law office is an asset.



HEQCO is strongly committed to developing an equitable and inclusive community. We believe that diversity strengthens our work and our workplaces, and we encourage applications from racialized persons/persons of colour, women, Indigenous Peoples, persons with disabilities, the LGBTQ2S+ community and others who may contribute to the diversification of our perspectives and ideas.

HEQCO currently operates remotely, and therefore work is conducted 100% from home using several online communication and collaboration tools. During the term of this contract, work may include up to 50% in office.

This position will remain open until filled; however, a review of applications will begin at the end of February. **Candidates are strongly encouraged to submit their cover letter and resume to hr@heqco.ca by February 20, 2026. Please attach your cover letter and résumé as one (1) PDF or Word document using the following file naming format: LastNameFirstName 2025_HEQCO_EA.** We thank all applicants but only those selected for an interview will be contacted. HEQCO complies with the Accessibility for Ontarians with Disabilities Act, 2005 and its regulations. If you are contacted for an interview and you are a person with a disability who requires technical aids or alternative arrangements, please inform us of your needs and how we can be of assistance.

Hiring range: \$70,181 to \$82,574 per annum + defined benefit pension plan

In compliance with Ontario's 2026 regulations, HEQCO confirms that no artificial intelligence (AI) is used to screen, assess or select applicants for this position.

To request HEQCO material in alternative formats, please contact info@heqco.ca.

