

Administrative Assistant

2x Full-Time, Regular

Brandon, MB

Competition #141-23/24

Salary: \$40,943 - \$50,895 per annum (\$21.72 – \$27.00 per hour)

Classification: Administrative Assistant 3

Assiniboine Community College strives to create Exceptional Learning Experiences for our students. We place a high priority on student success and are committed to building an environment that creates and supports a high level of student engagement. The college is seeking a dedicated administrative professional to provide support to various programs. As a member of the administrative support team, this position contributes to the overall effectiveness of the school by providing administrative and clerical support within the school, as well as to the management team and other office personnel. Support is provided to on-campus and off-campus programs across all delivery methods. The Administrative Assistant is an integral member of a program delivery team at Assiniboine Community College providing front-line contact with the public, industry, and students.

Some Responsibilities & Accountabilities

- Provide front line reception, both in person and by telephone, email, and fax. Answer enquiries and/or route to appropriate staff.
- Track applicants and student status, generate class lists, and other Colleague student reports, inform instructors of new students, prepare instructor packages, correspond with students, complete routine student-related forms.
- Compile/track information, word process, edit and proofread documents to produce manuals, program, and course information documents, etc.
- Review timetables with director and administrative officer; enter minor updates into colleague.
- Create course sections and registration documents.
- Organize student orientations, information sessions, Spend a Day, and other school-specific recruitment activities.
- Organize and set up meetings and appointments including teleconferences, videoconferences, workshops, and luncheons, ensuring that all required material is available in support of the function, arrange travel accommodations and transportation.
- Prepare payroll reports for signature.
- Arrange travel, accommodations, and compile expense reports for director.

Knowledge, Skills, Abilities, and other

- Excellent knowledge and use of the Microsoft Office Suite, and the ability to learn new software.
- Superior customer service skills, excellent interpersonal and time management skills.
- Ability to work independently and as a team member.
- Motivated self-starter with strong organizational and problem-solving skills, with an attention to detail and the ability to meet deadlines.
- Ability to set goals and priorities, plan and make decisions, and support the outcome.
- Positive attitude toward change; recognize and respect diversity and individual differences; and be able to work as a team member.
- Ability to identify and respect confidential and sensitive issues.

This competition will remain open until the position is filled.

Assiniboine Community College is committed to ensuring that its policies, practices, and systems are free of barriers, emphasize the value of diversity, and promote full participation to ensure dignity, respect, and equal access for all employees. A request for an accommodation or to request this document in an alternative format, can be made at any point during the recruitment process by contacting 204.725.8729 or humanresources@assiniboine.net.

Assiniboine welcomes applications from all qualified candidates who are legally entitled to work in Canada, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders and sexual orientations, and all other groups protected by the Human Rights Code.

Assiniboine's campuses are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Red River Métis Nation.

If you are interested in this career opportunity, please email your resume and cover letter with reference to Competition #141-23/24 to careers@assiniboine.net.

We thank you for your interest. Only those selected for further consideration will be contacted.

Please contact careers@assiniboine.net to request this document in an alternative format if necessary.