

» *People make it happen.*

Continuing Studies Officer

Centre of Continuing Studies

Full-Time Regular

Brandon, Manitoba

Competition# 30-17/18

Salary range: \$48,777 - \$56,191 annually

(Administrative Officer)

Assiniboine Community College's Centre of Continuing Studies strives to create alternative opportunities for exceptional learning experiences for our students. We place a high priority on quality programs that are responsive to Manitoba's labour market.

We're looking for an innovator who can help move the Centre of Continuing Studies forward in a diverse set of programs both on and off campus.

Be Passionate.

If you are looking for a challenge, where you will plan personal interest workshops and guide a team of administrative assistants to providing orderly, efficient and effective operations of all of the department's programs, then we would like to hear from you. You will work with the Director, while providing support to the Coordinators of the centre. You will be responsible for a wide variety of administrative processes while working independently, carrying out day-to-day activities, that includes handling highly confidential matters, and working in a time sensitive environment.

Take Initiative.

You will have experience leading a team where you anticipated and solved problems and were responsible for anticipating actions, consequences and presenting effective solutions to your team. You will be entrepreneurial, and have excellent communications and customer service skills. You will have to have experience with competing deadlines because of working on a variety of complex projects. By understanding the needs and wants of the area, you are able to organize a variety of general interest courses to offer to the public.

Deliver Results.

If you have proven yourself a leader with a can-do attitude, are enthusiastic about creating innovative training solutions and supporting the needs of diverse learners, then this could be the opportunity you have been looking for. In addition to the several years of varied and complex administrative and or business experience, you will have a related diploma or degree. You will be highly proficient in the use of Microsoft Office. Supervisory experience and management information systems knowledge is highly desirable.

This competition will remain open until filled.

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

If you are interested in this career opportunity, please forward your resume and cover letter to:

Assiniboine Community College

c/o Human Resources

1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9

Fax 204.725.8736 or email humanresources@assiniboine.net

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



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