

» *People make it happen.*

Administrative Assistant

Dauphins' Parkland Campus

Full-Time Term (approx. 9 months)

Competition #42-17/18

Salary: \$20.09 – \$24.99 per hour

(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 dedicated administrative support person to work at our Parkland campus providing exceptional support to various programs, as needed.

Be Passionate.

If you are a professional administrative assistant who is passionate about student success and will provide exceptional service to our students, instructors and community partners, then we want to hear from you.

Take Initiative.

Your positive attitude and good nature would make you an ideal person to work with our students, staff and program leaders. You are the type of person who doesn't have to wait for direction, you take initiative, troubleshoot, and problem solve in order to provide exceptional customer service. Because of your previous years' experience in office administration you have excellent office administration skills, always improving processes and creating an efficient office environment.

Deliver Results.

In order to deliver the results needed, you will have a relevant education with several years' administrative experience. You will have strong computer skills and an understanding of working with an Information Management System. Above average organization skills will be required in order to deliver the results expected of this role.

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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