

» *People make it happen.*

## Office Assistant, Public Affairs

Public Affairs Department  
Full-time, term – 8 weeks  
Salary: \$15.00 hourly  
Competition # 67-17/18

**THIS COMPETITION IS OPEN TO ACC STUDENTS ONLY**

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 Public Affairs department is looking for an enthusiastic student to assist with multiple database and research projects for 8 weeks throughout the summer.

### **Be Passionate**

You know details matter and enjoy working within database systems to update and manage records. While you have a fundamental understanding in this area already, you embrace the opportunity for training to develop your skill set further. Some may sigh loudly at the thought of indexing records and file management, but you roll up your sleeves and jump right in.

### **Take Initiative**

You are a natural problem solver who enjoys developing and documenting plans and procedures for future record keeping, helping to make sure everyone in a team is on the same page. You're enthusiastic to learn more about how general, day-to-day office environments function for recruitment, alumni, and marketing teams, particularly in the areas of market research, record management, and bulk publication mailouts.

### **Deliver Results**

To deliver the results of the position, you have basic to intermediate knowledge working with spreadsheets and databases, specifically Microsoft Excel and Access. Familiarity of Raiser's Edge is considered a strong asset. You are currently enrolled in an Office Administration, Business Administration or a similar program at Assiniboine.

This position is funded through the Canada Summer Jobs grant, which requires candidates to be:

- between the ages of 15 to 30 years of age at the start of employment
- a student who was registered full-time in the 2017/2018 academic year
- returning to school in the fall
- a student in a secondary, post-secondary, vocational or technical programs
- a Canadian citizen, permanent resident or person whom refugee protection as been conferred under the immigration and protection act

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](mailto:humanresources@assiniboine.net)

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



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