

# Administrative Officer

## School of Nursing, Winnipeg Campus

Full-Time, Term (term ending April 2022)

Competition# 63–19/20

Salary Range: \$49,156 to \$56,626 per annum

Classification- Administrative Officer (AOO)

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.

We're looking for an innovator in office administration who can help move the School of Nursing forward in a diverse set of programs; on-campus, distance, international, continuing and contract education.

### **Be Passionate.**

If you are looking for a challenge, where you will guide a team of administrative assistants to provide orderly, efficient and effective operations of the school office and all its programs, then we would like to hear from you. You will work directly with the Dean, while providing support to the academic leadership of the school. You will be responsible for a wide variety of administrative processes while working independently, carrying out day-to-day activities that include handling highly confidential matters, financial management duties, and working in a time sensitive environment.

### **Take Initiative.**

You will have experience supervising a team where you anticipated and solved problems and were responsible for anticipating actions, consequences and presenting effective solutions. You will be known for having excellent communications and customer service skills while demonstrating your ability to be a key member of a team. You will have experience assisting with the preparation and monitoring of budgets and of course, experienced with competing deadlines as a result of working on a variety of complex projects.

### **Deliver Results.**

If you have proven yourself to be a team leader with a can-do attitude, and are enthusiastic about providing exceptional learning experiences for our students and can see how you fit into this role, then this could be the opportunity you've been looking for. In addition to the several years' of varied and complex administrative experience, you will have relevant post-secondary education directly related to administration. You will be highly proficient in the use of Microsoft Office. Knowledge of management information systems 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](mailto:humanresources@assiniboine.net)

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

