

## Administrative Assistant

Full-time regular and term

Competition #57-21/22

Salary: \$38,697 - \$48,115 per annum (\$20.46 – \$25.44 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.

### **Be Passionate.**

If you are a professional administrative assistant who is passionate about office administration 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 does not have to wait for direction, you take initiative, troubleshoot, and problem solves in order to provide exceptional support and customer service. Because of your previous years' experience in office administration, you have excellent office administration skills, always finding ways to improve processes to create an efficient office environment.

### **Deliver Results.**

With your relevant education with several years' administrative experience, you will be ready to deliver results. You will have strong computer skills, excellent customer service skills, with a working knowledge of information management systems.

Through this competition, the college is establishing an eligibility list for future opportunities. This competition will remain open until filled.

**Please note:** The college's COVID-19 Campus Access Policy puts in place rules and requirements for students, staff, and others accessing Assiniboine's multiple campuses to prove they are fully vaccinated or undergo routine testing to show a negative COVID-19 test.

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*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. Requests for accommodations can be made at any point during the recruitment process by contacting 204.725.8729 or [humanresources@assiniboine.net](mailto:humanresources@assiniboine.net).*

*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 Métis Nation.*

*If you are interested in this career opportunity, please send your resume and cover letter to [humanresources@assiniboine.net](mailto:humanresources@assiniboine.net).*

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