

Administrative Assistant

Full Time, Term (Dec 2/24 to Dec 19/25)

Competition #41-24/25

Brandon, Manitoba

Salary: \$41,772 to \$53,478 annually (\$22.16 to \$28.37 hourly)

About Assiniboine:

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable Thriving Workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: Creativity, Collaboration, and Courage.

Position Overview:

As a member of the administrative support team, this position contributes to the overall effectiveness of the school by providing administrative and clerical support within the school, as well as to the management team and other office personnel. Support is provided to on-campus and off-campus programs across all delivery methods. The Administrative Assistant is an integral member of a program delivery team at Assiniboine College providing front-line contact with the public, industry, and students.

Key Responsibilities:

- Provide front line reception, both in person and by telephone, email, and fax. Answer enquiries and/or route to appropriate staff.
- Track applicants and student status, generate class lists, and other Colleague student reports, inform instructors of new students, prepare instructor packages, correspond with students, complete routine student-related forms.
- Track and complete reports based on regulatory requirements.
- Organize and set up meetings and appointments including teleconferences, videoconferences, workshops, and luncheons, ensuring that all required material is available in support of the function, arrange travel accommodations and transportation.
- Social media management, community engagement, and active participation in campus activities.
- Organizing and attending off-campus visits and events, including travel to high schools
- Coordinating student orientations, information sessions, Spend a Day programs, and other recruitment activities specific to the school.
- Promoting programs and services to secure contract and program enrollment opportunities within the community.

Qualifications:

- Excellent knowledge and use of the Microsoft Office Suite
- Superior customer service skills, excellent interpersonal and time management skills.
- Motivated self-starter with strong organizational and problem-solving skills, with an attention to detail and the ability to meet deadlines.
- Ability to set goals and priorities, plan and make decisions, and support the outcome.
- Positive attitude toward change; recognize and respect diversity and individual differences; and be able to work as a team member.

This competition will remain open until the position is filled.

Why Join Us?

Working Together:

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.

Growing Together:

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff and professional development.

Forward Together:

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders Manitoba

Our Principles for Continued Success:

- ▶ **Creativity:** We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ **Collaboration:** Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ **Courage:** Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba

Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome applications from all qualified candidates who are legally entitled to work in Canada, including indigenous peoples, persons of all abilities, members of visible minorities, all genders, and sexual orientations.

How to Apply:

If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition # to careers@assiniboine.net. We thank all applicants for their interest; only those selected for further consideration will be contacted.

For accommodations or alternative formats, contact careers@assiniboine.net or 204 725 8729.

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 national homeland of the Red River Métis.