



**Assiniboine  
College**

**PEOPLE MAKE IT HAPPEN.**

## Administrative Assistant

Continuing Studies

Full Time, Term (August 1, 2025, to March 31, 2028)

Dauphin, MB – Parkland Campus

Comp #02-24/25

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

Classification: Administrative Assistant 3

### 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 valued member of the administrative support team, this position enhances the overall efficiency of the school by delivering administrative and clerical assistance to both the school and the management team, alongside other office personnel. The role encompasses support for on-campus and off-campus programs across various delivery methods. The Administrative Assistant plays a crucial role within the program delivery team at Assiniboine College, acting as the primary point of contact for the public, industry representatives, and students.

### Key Responsibilities:

- ▶ Provide front line reception services in person, by telephone, email, and fax. Address enquiries or direct them to the appropriate staff.
- ▶ Monitor applicant and student status, generate class lists and other student reports, inform instructors of new students, prepare instructor packages, correspond with students, and complete routine student-related forms.
- ▶ Track and complete reports based on regulatory requirements.
- ▶ Arrange and organize meetings and appointments, including teleconferences, videoconferences, workshops, and luncheons, ensuring all necessary materials are available. Coordinate travel accommodations and transportation.
- ▶ Manage social media, engage with the community, and participate in campus activities.
- ▶ Coordinate student orientations, information sessions, Spend-a-Day programs, and other recruitment activities specific to the school.

### Qualifications:

- ▶ Have excellent knowledge and use of the Microsoft Office Suite, and the ability to learn new software.
- ▶ Have superior customer service skills.
- ▶ Be able to work independently and as a team member.
- ▶ Be a motivated self-starter with strong organizational and problem-solving skills, with an attention to detail and the ability to meet deadlines.



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*This competition will remain open until the position is filled.*

*Discover full details about the position please see the attached job description.*

### 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](mailto: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](mailto:careers@assiniboine.net) or 204 725 8729.*

Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishininewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.