



**Assiniboine
College**

PEOPLE MAKE IT HAPPEN.

Administrative Officer

School of Business

Full Time, Regular

Brandon

Comp #32-25/26

Salary: \$55,080 to \$65,354 annually (\$29.22 to \$34.67)

Classification: Administrative Officer

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.

The Administrative Officer provides essential support to the Dean and Chairs, ensuring smooth operations across all school programs and delivery modes. This role manages incoming and outgoing correspondence, oversees follow-ups, prepares reports, and identifies administrative issues with proactive solutions. The Administrative Officer maintains key documents and website content, supports instructor and student scheduling, and assists with budget preparation and monitoring. Working with a high degree of independence, the incumbent ensures administrative processes align with college policies while handling confidential and time-sensitive matters with professionalism.

Key Responsibilities:

- ▶ Develop, implement, and refine administrative procedures for timetabling, room allocations, exams, marks reporting, website updates, publications, and promotional materials, ensuring alignment with college policies.
- ▶ Prepare, update, and maintain program documents, catalogues, orientation packages, promotional content, statistical spreadsheets, databases, course outlines, and website information, including extracting and reorganizing data from internal systems.
- ▶ Support scheduling and registration processes by assisting Chairs with timetables, entering data into systems (ACCESS/Colleague), guiding administrative staff, and assisting students with course timetabling, add/drop forms, grad audits, and monitoring academic progress.
- ▶ Assist the Dean/Chairs with preparing and monitoring staffing, operating, and capital budgets; gathering information for reports; preparing meeting documents; tracking course evaluations; and maintaining staff records, payroll reports, and Management Council submissions.
- ▶ Research, write, and distribute correspondence and memoranda; attend meetings to relay decisions impacting the School; support new program development; and manage contract training processes including proposals, contracts, budgeting, and reporting.
- ▶ Support administrative processes for work placements, graduate and employer surveys, program proposals, annual and quarterly reports, and initiatives requiring coordination of equipment, supplies, and implementation logistics.
- ▶ Participate in special projects, staff selection and performance processes, new staff orientation, respond to public inquiries, liaise with IT for technical issues, and serve on committees related to information management systems and training.



Qualifications:

- ▶ Graduate of a Diploma program in Business or Office Administration, or recognized equivalent
- ▶ Three to five years administrative experience
- ▶ Excellent computer skills and competence with a variety of software programs including but not limited to
- ▶ Windows, MS Office (Word, Excel, Access, Publisher, PowerPoint), the college's information management
- ▶ system, email, scheduling software and other programs
- ▶ Excellent written communication skills
- ▶ Ability to set goals, establish priorities and work independently
- ▶ Understanding of the programs of the School
- ▶ Knowledge of the organization and structure of the college

This competition will remain open until the position is filled.

Discover full details about the position in 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



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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 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.