



POSITION DESCRIPTION

Position Title: Administrative Assistant

Division: Corporate Services

Classification: AA3

Supervisor's Title: Executive Assistant, VP Academics

POSITION SUMMARY

The Administrative Assistant provides comprehensive administrative support to academic and administrative departments across Assiniboine College. Working in a collaborative environment, the incumbent may provide support across multiple campuses, programs, and service areas as operational needs require.

RESPONSIBILITIES AND ACCOUNTABILITIES

Primary Responsibilities

- Prepare, edit, proofread, format, and distribute a variety of correspondence, reports, manuals, forms, presentations, meeting materials, and other documents.
- Draft routine correspondence and maintain accurate records, databases, digital filing systems, and distribution lists.
- Provide exceptional front-line customer service by responding to inquiries in person, by telephone, email, and other communication channels, directing inquiries to the appropriate individual or department.
- Maintain confidential records and ensure information is managed in accordance with College policies and records management practices.
- Coordinate meetings, appointments, workshops, teleconferences, videoconferences, and special events, including booking rooms, preparing materials, arranging catering, and coordinating logistics.
- Prepare meeting agendas, record and distribute minutes, and follow up on action items as required.
- Assist with planning and supporting College events, orientations, information sessions, recruitment activities, workshops, conferences, and other internal or external events.
- Maintain calendars, schedules, room bookings, and other shared administrative resources.
- Process and maintain information within College administrative systems and databases, ensuring accuracy and timeliness.
- Generate reports and retrieve information from College systems to support operational and administrative decision-making.
- Assist with financial administration by preparing purchase requisitions, processing invoices and expense claims, monitoring budgets, reconciling transactions, and preparing financial reports as assigned.
- Assist with payroll and human resource administrative processes, including preparing documentation and maintaining related records.
- Coordinate travel arrangements and prepare travel-related documentation and expense claims.
- Order, receive, and maintain inventory of office supplies and other departmental resources.

RESPONSIBILITIES AND ACCOUNTABILITIES

- Coordinate printing, distribution, and shipment of materials and resources as required.
- Receive, sort, distribute, and prepare incoming and outgoing mail and courier deliveries.
- Support the coordination of facilities, equipment, and resource bookings.
- Assist with the preparation, tracking, and maintenance of agreements, forms, and other administrative documentation.
- Collaborate with colleagues to develop, improve, and maintain administrative processes and procedures that promote efficiency, consistency, and excellent service.
- Participate in departmental, cross-functional, and College-wide meetings and committees as required.
- Maintain a high level of confidentiality and professionalism while supporting a variety of departments and initiatives.
- Perform other related administrative duties consistent with the scope and level of the position.

Secondary Responsibilities

- Provide administrative support and backup coverage across departments and campuses during absences, peak periods, or changing operational requirements.
- Assist with onboarding and training of new administrative staff.
- Support College-wide initiatives, special projects, and events as assigned.
- Assist with examination administration, invigilation, or other student support activities when required.
- Support graduation and convocation activities.
- Communicate regularly with supervisors and colleagues regarding operational priorities and administrative needs.
- Contribute to continuous improvement initiatives by identifying opportunities to enhance administrative processes and customer service.
- Perform other duties as assigned that support the efficient operation of the College.

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff positions directly supervised 0

Staff positions indirectly supervised 0

Other key relationships:

- Administrative officer
- Chairperson(s)
- Dean
- Instructors
- Admissions, Registration, Finance and other college departments
- Coordinator(s)

KNOWLEDGE, SKILLS, ABILITIES, OTHER

The administrative assistant must:

- 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

KNOWLEDGE, SKILLS, ABILITIES, OTHER

- Be able to set goals and priorities, plan and make decisions, and support the outcome
- Project a professional, positive image
- Have the ability to learn and adapt to frequently changing situations
- Have excellent interpersonal and time management skills
- Have a positive attitude toward change; recognize and respect diversity and individual differences; and be able to work as a team member
- Have the ability to identify and respect confidential and sensitive issues

OTHER COMMENTS

The administrative assistant is an integral member of a program delivery team providing front-line contact with the public, industry and students.

Employee's Signature

Date

Supervisor's Signature

Date