



**Assiniboine
College**

PEOPLE MAKE IT HAPPEN.

Summer Student – Administrative Assistant

Full-time, term (July 6/26 to Sept 4/26)
Dauphin, MB – Parkland Campus
Comp #02-26/27
Salary: \$20.00
Classification: Clerk Unclassified – Summer Student

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.

If you are a motivated student seeking meaningful, hands-on experience this summer, we encourage you to apply for our Summer Student Administrative Assistant position at Parkland Campus. This role offers an excellent opportunity to build practical skills in a professional, team-oriented environment.

As part of our team, you will support a variety of administrative projects and day-to-day operations within a dynamic office setting. You will have the opportunity to contribute to ongoing initiatives while gaining exposure to business operations and administrative processes.

You will contribute to a variety of administrative and community engagement activities, including assisting at events, participating in outreach initiatives, interacting with the public, and promoting the college in the community.

We are looking for a student who is reliable, detail-oriented, and well-organized, with the ability to take initiative and manage tasks independently when required. Strong computer proficiency, along with effective communication and interpersonal skills, will be key to your success in this role.

If you are eager to develop your skills, gain valuable workplace experience, and contribute to a collaborative team environment, we would be pleased to hear from you.

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.

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 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.