Assiniboine College

PEOPLE MAKE IT HAPPEN.

Administrative Assistant

Full-Time, Term (Jan 4/27 to Jan 28/28)
Dauphin, MB
Comp #76-26/27
Salary: $44,223 to $56,626 annually ($23.46 to $30.04 hourly)
Classification: Administrative Assistant 3

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.

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 customer service to students, prospective students, staff, and the public by responding to in-person, telephone, and email inquiries in a professional and timely manner.
- Maintain current knowledge of College programs, services, policies, procedures, and campus activities to provide accurate information and assistance.
- Coordinate day-to-day campus operations, including general office administration, room bookings, mail, supplies, and inventory.
- Work closely with the Student Success Advisor and other College departments to support students and connect them with appropriate services and resources.
- Provide comprehensive administrative support by preparing, proofreading, and maintaining correspondence, reports, spreadsheets, databases, and other campus documentation.
- Establish and maintain positive working relationships with students, staff, instructors, community partners, and external stakeholders while promoting and advocating for College programs and services.
- Prepare and distribute campus communications and promotional materials and maintain the Parkland Campus Facebook page.
- Coordinate student and program administration, including admissions tracking, course registrations, orientations, student communications, and information packages.

- Assist with the planning and coordination of campus events, graduation ceremonies, recruitment activities, alumni events, and meetings, including travel arrangements.
- Manage financial and administrative processes, including purchase requisitions, expense claims, cash handling, reconciliation, and deposits.
- Work collaboratively with the administrative team and other College departments to ensure effective administrative support across the campus.
- Support testing operations by providing instructions to test takers and liaising with instructors regarding testing arrangements and requirements.

Qualifications:

- Relevant education in Business or Office Administration or a minimum of two years of relevant work experience preferred.
- Superior customer service skills with the ability to provide professional, welcoming, and responsive service.
- Excellent interpersonal, written, and verbal communication skills.
- Strong working knowledge of Microsoft Office Suite and the ability to learn new software and technology.
- Strong organizational and time management skills with attention to detail and the ability to manage competing priorities and meet deadlines.
- A motivated self-starter with strong problem-solving skills and the ability to demonstrate initiative and exercise sound judgment.
- Ability to work independently with minimal supervision and collaboratively as part of a team.
- Ability to establish and maintain positive working relationships with students, staff, and community partners.
- Ability to adapt to changing priorities and remain professional in a fast-paced environment.
- Ability to recognize and respect sensitive issues, exercise sound judgment, and maintain a high level of confidentiality.
- A positive attitude toward change and a commitment to recognizing and respecting diversity and individual differences.

This competition will remain open until the position is filled.

To discover full details about the position, please visit our careers website at www.assiniboine.net/careers to view the Job Description.

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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 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.