Assiniboine College

PEOPLE MAKE IT HAPPEN.

Administrative Assistant

Full-Time, Regular
Brandon, MB
Comp #71-26/27
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 comprehensive administrative support by preparing, proofreading, and maintaining correspondence, manuals, reports, databases, records, and other school documentation.
- Coordinate student and academic administration, including admissions tracking, course registration, timetabling, graduation evaluations, orientations, exam scheduling, course materials, and student communications.
- Support program operations and faculty by managing course outlines, textbook orders, instructor packages, surveys, academic schedules, WHMIS training, and program-related web content.
- Coordinate meetings, events, and logistics, including scheduling, travel arrangements, room bookings, conferences, workshops, recruitment activities, graduation events, and meeting documentation.
- Manage financial and operational processes, including purchase requisitions, payroll documentation, budget reporting, expense claims, inventory, supplies, facility agreements, and records management.
- Serve as the primary front-line contact by providing reception services, responding to inquiries, directing stakeholders, and ensuring efficient day-to-day office operations.
- Contribute to school-wide administrative effectiveness by supporting the administrative team, training new staff, collaborating with leadership, maintaining academic calendar processes, and providing backup and operational support as needed.
- Support online testing operations by providing instructions to test takers, resolving technical issues, monitoring communications, and escalating concerns when required.

Qualifications:

- Relevant education in Business or Office Administration preferred
- 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
- 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

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.

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.