

Administrative Assistant (Term)

Student Support Services

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

DUTIES

Reporting to the Manager, Student Counselling Services, the Administrative Assistant is responsible for providing reception and administrative support to all services provided through Student Support Services including: Student Counselling Services, Student Accessibility Services, Academic Advising and Campus Wellbeing. As a front line representative, this position includes greeting students, listening to their concerns and requests, determining service needs and making appropriate referrals and appointments with student support service providers. This includes assessing urgency, assisting students with completing appropriate forms and scheduling meetings. The incumbent provides administrative support by managing and distributing information within the department, answering inquiries, writing memos and taking minutes, maintaining files, and sending/receiving correspondence. The incumbent provides support to staff in preparation for workshops/presentations, organizing materials and registrations for events, as well as provides assistance in the development and implementation of processes to increase office efficiencies. The incumbent maintains the departments filing systems and electronic data bases, archives confidential materials, and compiles monthly/annual statistics and reports as required; distributes mail, maintains office supplies, ensures public spaces are tidy.

REQUIRED QUALIFICATIONS

- Formal education in office or business administration. An equivalent combination of training and experience in administration or business may be considered
- Significant experience providing support and performing office administrative responsibilities
- Ability to prioritize work, multi-task, manage time effectively, and meet deadlines
- Effective problem solving, analytical skills and attention to detail
- Excellent interpersonal communication skills
- Exceptional written communication skills
- Ability to handle sensitive materials and maintain confidentiality
- Ability to work under pressure and handle stressful situations
- Demonstrated professionalism, high degree of integrity and ethical conduct
- Ability to assess urgency of student needs
- Superior skills in Microsoft Office applications and ability to quickly master new software programs
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Experience interacting with people with disabilities
- Mental Health First Aid and/or safeTALK or ASIST training (or willingness to attain)

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime
- Incumbent must provide a current and satisfactory Criminal Records Check, including a Vulnerable Persons Sector Check
- Incumbent must provide a current and satisfactory Child Abuse Registry Check
- May be required to work at various RRC campuses

RRC Polytech requires that staff, students and faculty either be fully vaccinated or have an approved exemption to be able to attend any campus. For further information please review the [COVID-19 policy](#).

COMPETITION NUMBER

2021-245

CLOSING DATE

December 6, 2021

SALARY

\$39,453 - 53,997 per annum

POSITION LOCATION

Exchange District Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time, Term Position Available
Anticipated December 13, 2021 up to June 10, 2022
Possibility of an Extension

APPLY BY EMAIL TO

humanresources@rrc.ca

Red River College Polytechnic is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. The College seeks to increase diversity among its community members and welcomes applications from women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.



Red River College Polytechnic is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr