

## Administrative Assistant (Term)

### School of Hospitality and Culinary Arts

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.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

### DUTIES

Reporting to the Chair of the School of Hospitality and Culinary Arts, the Administrative Assistant manages the day-to-day operations of the departmental office. Duties of the position also include, but are not limited to: coordinating and supporting appointments for the Chair and Program Coordinator, creating and managing files, administration and submission of payroll forms and reports, ordering supplies, meeting reporting deadlines, tracks expenditures, prepares correspondence, and plans and assists with student events.

### REQUIRED QUALIFICATIONS

- Post secondary certificate in Business, Office Administration or Management; an equivalent combination of education and experience may be considered
- Significant experience providing administrative support and performing office administrative responsibilities
- Experience with financial-management responsibilities including complex budget monitoring and coordination
- Experience in event coordination, planning and scheduling
- Demonstrated ability to maintain confidentiality and perform duties with tact and diplomacy
- Demonstrated ability to build relationships with stakeholders at all levels
- Effective organizational and time-management skills, with the ability to manage multiple tasks and projects effectively
- Effective problem solving and decision-making skills
- Excellent written communication skills with the ability to draft, proofread, and edit communications of varying complexity
- Excellent verbal communication skills
- Ability to work independently with minimal supervision and collaboratively within a team environment
- Proficient with MS Office Suite including Outlook, Word, Excel, and PowerPoint as well as meeting apps like Teams, Zoom, and/or WebEx
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

### ASSETS

- Experience in Project Management

### 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
- This position may be required to work throughout the academic year including the summer months
- May be required to work at various RRC campuses

RRC Polytech campuses are located on original lands of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

### COMPETITION NUMBER

2022-080

### CLOSING DATE

August 5, 2022

### SALARY

\$39,453 - \$53,997 per annum

### POSITION LOCATION

Exchange District Campus  
(Winnipeg, MB)

### POSITION TYPE

Full-Time, Term Position Available  
Anticipated August 2022 up to  
December 1, 2022  
Possibility of an Extension

### APPLY ONLINE AT

[rrc.ca/careers](http://rrc.ca/careers)

RRC Polytech 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. We aspire to have a workforce that is representative of the diversity within our communities, and welcome 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.

If you require this information in an alternate format, please contact [humanresources@rrc.ca](mailto:humanresources@rrc.ca).



RRC Polytech 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](http://rrc.ca/hr)