

## Service Representative (Term)

### Steinbach Campus

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number when submitting their application.

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

### DUTIES

Reporting to the Steinbach Regional Campus Manager, the Service Representative provides service excellence to students and instructors, including information about the Red River College Polytechnic (RRC Polytech) Steinbach Campus general and specific program/course details in a knowledgeable, professional manner and performs other administrative functions in a team setting.

### REQUIRED QUALIFICATIONS

- Certificate in office administration
- Experience working in an office setting
- Experience delivering professional and efficient customer service
- Excellent verbal and written communication skills to be able to interpret and respond to customer needs
- Proficient with MS Office Suite including Outlook, Word, Excel
- Ability to multitask, prioritize and manage time effectively with a high degree of accuracy and attention to detail
- Strong organizational skills to be able to keep up with various customer needs and conduct follow-ups in a timely manner
- Ability to work independently and part of a team
- Ability to learn new technology quickly and accurately
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

### ASSETS

- Experience in a post secondary setting

### CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

RRC Polytech campuses are located on the original lands of Anishinaabe, Ininiwak, Anishininwak, Dakota, and Dene peoples, and on the homeland of the Red River Métis Nation.

### COMPETITION NUMBER

2023-080

### CLOSING DATE

May 29, 2023

### SALARY

\$43,424 - \$59,387 per annum

### POSITION LOCATION

Steinbach Campus  
(70km outside of Winnipeg, MB)

### POSITION TYPE

Full-Time, Term Position Available  
Anticipated June 12, 2023 up to December 22, 2023  
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 Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community 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)