

Administrative Coordinator

Centre for Learning and Program Excellence

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.

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

DUTIES

Reporting to the Director of the Centre for Learning and Program Excellence (CLPE), the Administrative Coordinator provides daily administrative support to the Director and is responsible for assisting with the management and supervision of resources, space and staff in CLPE. The key objectives for this position are financial oversight of multiple budget lines (financial monitoring, reporting, analysis and forecasting), onboarding and training of staff, creating and fostering an organizational culture that is conducive to excellent internal service and employee and student success. Additional duties include oversight of all CLPE contracts, daily operational management of the physical space, business process definition and analysis, and human resource management and supervision.

REQUIRED QUALIFICATIONS

- Diploma in Business Administration; an equivalent combination of education, training and relevant experience will be considered
- Several years of related work experience in office management and/or administrative operations
- Supervisory experience, preferably in a unionized work environment
- Several years experience in the preparation, forecasting and monitoring of budget cycle
- Experience providing training and ongoing support to staff members
- Demonstrated ability to initiate and lead projects through to completion
- Demonstrated experience managing multiple tasks and projects effectively
- Proven ability to analyze and streamline processes
- Demonstrated ability in navigating sensitive situations and information while maintaining professionalism, confidentiality and discretion
- Effective conflict resolution, analytical and problem solving skills
- Excellent interpersonal skills with demonstrated ability to build and maintain relationships
- Excellent written and verbal communication skills
- Proficient with MS Office suite
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- Experience with College systems, including HUB, HRIS, Maestro, Financial Services, and RRC Reporting
- Training in Project Management, conflict resolution and Equity, Diversity and Inclusion (EDI)

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 lands of Anishinaabe, Ininiwak, Anishinew, Dakota, and Dené, and the National Homeland of the Red River Métis.

We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.

COMPETITION NUMBER

2023-091

CLOSING DATE

June 8, 2023

SALARY

\$52,465 - \$71,851 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available
Anticipated Start June 2023

APPLY ONLINE AT

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.



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