

Administrative Assistant

Interlake & Peguis - Fisher River Campuses

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.

A preference hiring practice will be applied. Applicants who self-identify as members of the following equity-deserving group(s): Women, Indigenous Peoples, Persons with disabilities, Racialized Persons, Persons of the 2SLGBTQIA+ community will be given first consideration. Please self-identify in your application. First consideration will also be given to internal applicants.

DUTIES

Reporting to the Regional Office Manager, the incumbent will provide the customer service and clerical support necessary to ensure the successful delivery of programming at the Red River College, Interlake Peguis-Fisher River Campuses. Duties include, but are not limited to: providing front-line reception and respond to student, vendor, client and instructor inquiries, assisting students with registration, admissions, and the course selection process; collection of cash and electronic payments of tuition, books and miscellaneous fees; and completion of data entry for student recruitment and admission.

REQUIRED QUALIFICATIONS

- Certificate in office administration or an equivalent combination of education and experience may be considered
- Front line customer service experience
- Experience with MS office applications (e.g. Word, Excel, Outlook)
- Ability to prioritize work, meet deadlines and work under pressure
- Experience working with confidential information inkeeping with FIPPA and PHIA
- Ability to work both independently and within a team setting
- Superior interpersonal skills
- Ability to recall information, policies and procedures with attention to detail
- Effective written communication skills
- Excellent organizational and multi-tasking skills
- Strong verbal communication skills
- Ability to travel within the Interlake and North Eastman area as required
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- Experience using the College's student information systems - Colleague or Recruiter
- Experience working 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 lands of Anishinaabe, Ininiwak, Anishininew, 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

2024-045

CLOSING DATE

March 28, 2024

SALARY

\$24.37 - \$33.32 hourly

POSITION LOCATION

Interlake and Peguis Fisher River Campuses
(40km outside of Winnipeg, MB)

POSITION TYPE

Regular Part-Time Position Available

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