

Student Worker, Office of the President (Term)

Presidential Administration

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

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 Executive Assistant to the President and CEO, the Student Worker will support the Office of the President by taking on special projects that initiate, orchestrate and execute the institutions strategic goals and facilitate functions that enable the Board of Governors, Executive Team, Leadership Network, and College operations.

Duties may include: assisting with organizing meetings and meeting preparation, conducting research of other post-secondary institutions, collecting and recording data, synthesizing information (e.g. developing summaries), assisting in the ongoing implementation, tracking, and analysis of Key Performance Indicators, preparing and organizing correspondence, performing data entry and word processing functions, creating and editing documents including supporting the creation of strategic communications (e.g. reports, briefings, presentations), supporting the development, implementation, and maintenance of various projects including communicating and collaborating with other team members to optimize desired outcomes, and planning, organizing, coordinating, and managing daily assigned work and performing other duties as required

REQUIRED QUALIFICATIONS

- Enrolled in a relevant post-secondary education program such as Business Administration, Business Management, or Business Accountancy
- Excellent verbal and written communication skills
- Ability to work with various types of technology
- Strong organizational, time-management and planning skills
- Strong problem-solving skills with the ability to think critically
- Ability to take initiative and be resourceful
- Strong attention to detail
- Flexible and adaptable to take on a variety of tasks
- Experience working with confidential information and using discretion
- Ability to work independently as well as part of a team
- Proficient with various Microsoft Office Suite programs
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- Current student of RRC Polytech

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Incumbent must provide a current and satisfactory Criminal Records Check
- Must be a current student

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

2024-074

CLOSING DATE

April 2, 2024

SALARY

\$19.47 – \$25.33 hourly

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time, Term Position Available
Anticipated May 2024 up to August 2024

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