RED RIVER COLLEGE
OF APPLIED ARTS, SCIENCE AND TECHNOLOGY

THE CAREER DIRECTORY 2017
CANADA'S BEST EMPLOYERS FOR RECENT GRADUATES

2017 CANADA'S GREENEST EMPLOYERS

2017 MANITOBA'S TOP EMPLOYERS

2017 CANADA'S BEST DIVERSITY EMPLOYERS

Administrative Assistant
Staff Learning and Development
Full-Time Position Available

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

Red River College 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.

Duties:
Reporting to the Director, Staff Learning and Development, the Administrative Assistant, Staff Learning and Development is primarily responsible for providing logistical support to program and service delivery. Core responsibilities include providing logistical support for all SLD-sponsored learning and development workshops and events, managing the administration of the training tracking and administration system: data entry where needed, generating statistical reports regarding learning and development activity, administration of educational assistance requests and administrative support for the SLD team and related committees/working groups.

Required Qualifications:
- Formal education in office administration or business; other combinations of training and experience in administration or business may be considered
- Significant experience providing support and performing a wide variety of office administrative responsibilities
- Demonstrated strong organizational and planning skills
- Demonstrated service-focused approach to work
- Experience in tracking administrative and project budgets
- Experience managing multiple tasks and projects effectively
- Demonstrated ability to apply critical thinking skills, coupled with creativity and innovation
- Demonstrated application of effective emotional intelligence competencies
- Experience modelling teamwork and collaboration to accomplish results
- Ability to engage and work effectively with teams and diverse groups at all levels of the organization
- Ability to influence and achieve understanding and shared purpose through effective verbal and written communication skills
- Demonstrated professionalism, high degree of integrity and ethical conduct
- Flexibility and the ability to adapt to changing organizational needs
- Technical skills or ability to achieve proficiency in SharePoint, LEARN, document management and talent management software
- Demonstrated intercultural competence
- Demonstrated commitment to life-long learning
- Demonstrated support of diversity, equity and inclusion practices
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

Assets:
- Experience in developing, coordinating and evaluating staff training and development activities and experience working in a post-secondary educational environment
- Familiarity with web technologies

Conditions of Employment:
- Applicants must be legally entitled to work in Canada

We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.

Competition Number: 2017-112
Closing Date: September 14, 2017
Salary Range: $38,772 - $53,070 per annum

Apply to Red River College by email: humanresources@rrc.ca