

Assistant to the Vice-President Academic

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.

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: The incumbent will be responsible for providing confidential administrative support to the Vice-President and ensuring the effective operation of the Vice-President's office by directing and maintaining the flow of work, triaging situations, coordinating the Vice-President's schedule, and facilitating written and verbal communications with a broad range of stakeholders and governance committees. This position conducts select research, synthesis and analysis of varying complexity. This position participates in and provides administrative support to project teams, leads small-scale projects and events, and provides back up to other Assistants to Vice-Presidents. This position works with highly confidential information on a regular basis including preparation of correspondence related to government submissions, labour relations issues such as grievances, and disciplinary matters. The incumbent must meet hard deadlines while managing emerging issues through prioritizing organization and communications.

Qualifications:

Required:

- Post-secondary education in business, management, office administration or related discipline; equivalent combination of education and experience may be considered
- Several years' experience at a senior administrative level, in an executive or professional office setting
- Advanced calendar management skills, with experience organizing and recording the proceedings of multi-stakeholder meetings
- Demonstrated ability in developing and maintaining relationships with internal and external stakeholders based on clear communication, trust, respect and appreciation for others' needs and perspectives
- Experience working effectively within a complex and fast-paced environment
- Experience in review and management of office budget, identifying and resolving discrepancies
- Advanced verbal and written communication skills including the ability to persuade and negotiate with a variety of stakeholders
- Advanced skills in compiling, drafting and/or editing documents and speeches that range in complexity
- Experience conducting research projects of varying complexity
- Advanced skills and experience in MS Office, including Word, Excel, PowerPoint, Visio, Outlook, and MS Project
- Experience scheduling travel arrangements for Executive and group travel
- Demonstrated ability to take initiative and to work both as a team player and with independence
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

Assets:

- Understanding of project management fundamentals
- Experience leading small scale projects
- Experience in compiling senior level briefing documents

Conditions of Employment:

- Candidates must be legally entitled to work in Canada
- Incumbents must provide a current and satisfactory Criminal Records Check

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

Competition Number: 2017-050
Closing Date: May 29, 2017
Salary Range: \$49,080 - \$63,775 per annum

Apply to: Red River College by e-mail at humanresources@rrc.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires an accommodation during the application or selection process, Human Resources will work with the applicant to meet the accommodation needs.

For more information and other employment opportunities, visit <http://blogs.rrc.ca/hr>.