

Administrative Assistant

School of Health Sciences and Community Services Allied Health Science and Life Sciences

2 Full-Time Positions 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 Chair, the Administrative Assistant performs a wide-range of administrative responsibilities to ensure the effective and efficient functioning of the Chair's office, often providing support to facilitate or resolve issues of varying complexity. As a first line of contact for the Chair, the incumbent dedicates a significant portion of the workday effectively working with faculty, staff, members of the management team and external contacts to ensure faculty, students and staff members are supported and operational priorities of the Chair's office are completed in a timely manner. The position will also require the successful incumbent to monitor projects, track the contractual obligations of multiple participants and reconcile financial ledgers.

Required Qualifications:

- Formal education in office administration or business administration; other combinations of training and experience in administration or business may be considered
- Significant experience providing support and performing office administrative responsibilities at a senior level
- Experience managing multiple tasks and projects effectively
- Experience in event coordination, planning and scheduling
- Experience with financial management responsibilities including complex budget monitoring, project logistics and report writing
- Experience in preparing meeting agendas, taking minutes and archiving information
- Effective organizational and time management skills
- Effective problem solving and decision making skills
- Effective analytical skills and attention to detail
- Excellent written communication skills with the ability to draft, proof read and edit communications of varying complexity
- Excellent verbal and interpersonal communication skills
- Ability to build relationships with stakeholders at all levels
- Ability to work independently with minimal supervision and collaboratively within a team environment
- Proficient with MS Office Suite, and software for electronic presentations
- Demonstrated ability to maintain confidentiality and perform duties with tact and diplomacy
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

Assets:

- Working knowledge of financial or learning management systems
- Experience in creating and maintaining databases
- Experience using Colleague or another student information system
- Formal project management training
- Knowledge of medical professions

Conditions of Employment:

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and weekends

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

Competition Number: 2018-006
Closing Date: January 18, 2018
Salary Range: \$38,772 - \$53,070 per annum

Apply to Red River College by email: 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 accommodation during the application or selection process, Human Resource Services will work with the applicant to meet the accommodation needs.

For more information and other employment opportunities, visit blogs.rrc.ca/hr

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