



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/04

Assistant To The Vice-President, Academic

Job ID	25-9B-66-41-B0-40	
Web Address	https://careers.indigenous.link/viewjob?jobname=25-9B-66-41-B0-40	
Company	Red River College	
Location	Winnipeg, Manitoba	
Date Posted	From: 2018-09-18	To: 2018-10-02
Job	Type: Full-time	Category: Education
Job Salary	\$49,080-\$63,775 Per Annum	
Languages	English	

Description

Assistant to the Vice-President
Academic

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:

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.

Experience

Required Qualifications:

• 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 to provide elevated level of customer service and 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

Work Environment

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

Additional Skills

Assets:

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

How to Apply

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

Competition Number: 2018-156

Closing Date: October 1, 2018

Salary Range: \$49,080 - \$63,775 per annum

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