



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: 2024/03/28

Administrative Assistant, Centre For Learning And Program Excellence

Job ID	79-55-72-A4-7E-04	
Web Address	https://careers.indigenous.link/viewjob?jobname=79-55-72-A4-7E-04	
Company	Red River College	
Location	Winnipeg, Manitoba	
Date Posted	From: 2019-11-25	To: 2020-05-09
Job	Type: Full-time	Category: Education
Languages	English	

Description

Administrative Assistant

Centre for Learning and Program Excellence

Position Location: Notre Dame Campus (Winnipeg, MB)

Full-Time Position Available

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 Centre for Learning and Program Excellence (CLPE) was established in 2018 to advance teaching and learning excellence at Red River College. Reporting to the Manager of Learning Technologies and Educational Development in the CLPE, the successful candidate will act in support of the Manager and the teams reporting to them. The incumbent will perform a wide range of administrative responsibilities to ensure the effective and efficient functioning of the teams and the CLPE as a whole, providing support to facilitate or resolve issues of varying complexity in collaboration with a team of CLPE administrative assistants. The incumbent will develop effective working relationships with internal College stakeholders such as Financial Services, Human Resources, Facility Management, and IT Services, and external stakeholders such as vendors and contractors in order to ensure that operational priorities are completed in a timely manner. In particular, the successful candidate will be responsible for supporting the financial management of multiple budget areas, and supporting communication between the CLPE and college stakeholders (including the preparation of detailed reports and information for senior academic bodies and the maintenance of some of the Centre's web presence). Additionally, the position will act as reception for the Centre's facilities.

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 administrative support and performing office administrative responsibilities

- Experience with financial management responsibilities including complex budget monitoring and coordination
- Experience in event coordination, planning and scheduling
- Demonstrated ability to maintain confidentiality and perform duties with tact and diplomacy
- Demonstrated ability to build relationships with stakeholders at all levels
- Effective organizational and time management skills, with the ability to manage multiple tasks and projects effectively.
- Effective problem solving and decision making skills
- Excellent written communication skills with the ability to draft, proof read, and edit communications of varying complexity
- Excellent verbal communication skills
- Ability to work independently with minimal supervision and collaboratively within a team environment
- Proficient with MS Office Suite including Outlook, Word, Excel, and PowerPoint applications
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSET QUALIFICATIONS

- Familiarity with WordPress

CONDITIONS OF EMPLOYMENT

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

How to Apply

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

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

An eligibility list may be created for similar casual, part-time, full-time, and term positions

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

Competition #: 2019-285

Closing Date: December 6, 2019

Salary: \$39,056 - 53,467 per annum

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 www.rrc.ca/hr

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