



# 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: 2024/05/07

## Administrative Assistant, Student Support Services

**Job ID** 81-85-4C-95-FF-36

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=81-85-4C-95-FF-36>

**Company** Red River College

**Location** Winnipeg, Manitoba

**Date Posted** From: 2020-01-23 To: 2020-02-07

**Job** Type: Full-time Category: Office

**Languages** English

### Description

Administrative Assistant

Student Support Services

Position Location: Exchange District Campus (Winnipeg, MB)

Full-Time Position Available

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

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 Manager of Counselling and Accessibility Services, the Administrative Assistant is responsible for providing reception and administrative support to Counselling and Accessibility Services (CAS) and Student Employment Services (SES). As a front line representative for these areas, this position includes greeting students, listening to their concerns or requests, determining service needs, and making appropriate referrals and appointments with CAS counsellors and SES advisors. For students requesting counselling services, the incumbent assesses urgency, assists students with completing appropriate forms, and schedules meetings. The incumbent provides administrative support to CAS by managing and distributing information within the office, answering phones, taking memos and minutes, maintaining files, and sending/receiving correspondence. The incumbent provides support to counsellors in preparing for workshops and presentations including setting up technical equipment. For Student Employment Services, this position assists with organizing events, collects job orders from employers, posts job postings online as well as forwards to various College departments. The incumbent also maintains the departments filing system and electronic data bases, archives closed files, and compiles monthly/annual statistics for both Counselling and Accessibility Services and Student Employment Services. Distributes mail, maintains office supplies, ensures public spaces are tidy.

### REQUIRED QUALIFICATIONS

- Formal education in office or business administration. An equivalent combination of training and experience in administration or business may be considered.

- Significant experience providing support and performing office administrative responsibilities
- Ability to prioritize work, multi-task, manage time effectively, and meet deadlines
- Effective problem solving, analytical skills and attention to detail
- Excellent interpersonal communication skills
- Exceptional written communication skills
- Ability to handle sensitive materials and maintain confidentiality
- Ability to work under pressure and handle stressful situations
- Demonstrated professionalism, high degree of integrity and ethical conduct
- Ability to assess urgency of student needs
- Superior skills in Microsoft Office applications and ability to quickly master new software programs
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

#### **ASSET QUALIFICATIONS**

- Experience interacting with people with disabilities
- Mental Health First Aid and/or safeTALK training (or willingness to attain)

#### **CONDITIONS OF EMPLOYMENT**

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime
- Incumbent must provide a current and satisfactory Criminal Records Check, including a Vulnerable Persons Sector Check
- Incumbent must provide a current and satisfactory Child Abuse Registry Check
- May be required to work at various RRC campuses
- Membership in a relevant professional association, or eligibility to acquire

#### **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](mailto:humanresources@rrc.ca)

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

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

Competition #: 2020-016

Closing Date: February 7, 2020

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](http://www.rrc.ca/hr)

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