



# 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: 2024/05/03

## Educational Assistant (Industry Outreach) Term

<b>Job ID</b>	<b>F9-73-B2-6A-F4-04</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=F9-73-B2-6A-F4-04">https://careers.indigenous.link/viewjob?jobname=F9-73-B2-6A-F4-04</a>	
<b>Company</b>	Red River College	
<b>Location</b>	Winnipeg, Manitoba	
<b>Date Posted</b>	From: 2019-08-22	To: 2019-09-05
<b>Job</b>	Type: Full-time	Category: Education
<b>Languages</b>	English	

### Description

Educational Assistant (Industry Outreach) (Term)

Civil Engineering Technology

Position Location: Notre Dame Campus (Winnipeg, MB)

Full-Time, Term Position Available

Anticipated September 2, 2019 up to January 31, 2020

Possibility of an Extension

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 Department Chair, this position will support the Co-op Coordinator and Projects Coordinator with the co-op, training, and special project activities, events, and courses. The candidate will provide guidance and assistance to departmental staff, students and industry partners. Additional areas of responsibility include: providing customer service to course participants, their sponsors, potential/current co-op employers, and industry partners; coordinating development of training opportunities, co-op events & activities, and research or special projects; maintaining registrations, financial records, and other data pertinent to projects or co-op activities; and assisting in the marketing and promotion of co-op, departmental training, and research & other special projects.

### REQUIRED QUALIFICATIONS

- A degree or diploma in Civil Engineering or related field of study; an equivalent combination of education and experience may be considered.
- Several years of work experience in a related field of Civil Engineering
- Experience guiding or mentoring others
- Ability to take initiative and work independently and as part of a team
- Effective organizational skills
- Effective interpersonal skills
- Excellent verbal communication skills

- Excellent written communication skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) and ability to adapt to new technologies
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

#### ASSET QUALIFICATIONS

- Experience working in a post-secondary environment
- Experience with research project work

#### 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 travel
- Valid Manitoba Class 5 driver's license and use of a car

#### **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)

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 #: 2019-193

Closing Date: September 5, 2019

Salary: \$42,990 - 58,801 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)

2055 Notre Dame Ave, Winnipeg, Manitoba, Canada R3H0J9