



## ADMINISTRATIVE ASSISTANT ACCESS

Classification: Administrative Assistant 3  
Full-Time Regular Position  
The Pas, Manitoba

University College of the North (UCN) is committed to building a workforce that is representative of the populations we serve. Applications are invited from individuals who have a demonstrated interest and ability to work with Indigenous learners and mature students.

**The Position:** The Administrative Assistant will provide critical administrative and clerical support for the Associate Vice President Access and the multi-disciplinary staff of the Access Department. The position will be responsible for setting up and maintaining administrative processes and office management. The successful candidate will work with all the departments and divisions within the university college and with external agencies including Indigenous organizations, community and industry representatives, and other secondary and post-secondary institutions, to ensure the effective implementation and processing of all Access related matters.

### Qualifications:

- Administrative Assistant or Business Administration Diploma is preferred
- Relevant combinations of related experience, education and may be considered
- Budget management skills
- Excellent organizational skills
- Effective interpersonal skills
- Effective communication skills
- Ability to prioritize and multi task to meet deadlines in a busy office environment
- Critical thinking skills including the ability to exercise judgment
- Strong computer skills (MS Office)
- Demonstrated ability to maintain confidentiality
- Demonstrated initiative and follow through
- Ability to work independently as well as part of a team
- Proven attention to detail and accuracy
- Experience with records management and file administration
- Demonstrated ability to understand and to deal with issues specific to Indigenous learners and mature students in northern communities
- Personal experience and/or knowledge and understanding of Indigenous cultures

### Assets:

- The ability to speak an Indigenous language

### Conditions of Employment:

- Candidates must be legally entitled to work in Canada

Applicants must provide a cover letter, résumé, and a list of references with their application.

*Representative Workforce (formerly employment equity) is a factor in the selection process. Preference will be given to Indigenous candidates. Applicants are invited to indicate in their covering letter or résumé if they are from any of the following groups: Indigenous people, persons with disabilities, visible minorities, or women and men in non-traditional roles. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.*

Competition Number: 19-047  
Closing Date: June 20, 2019  
Salary Range: \$22.44 to \$25.56 hourly, plus remoteness allowance

Apply to: University College of the North, Attention: Human Resources  
P.O. Box 3000  
The Pas MB R9A 1M7  
Fax: (204) 623-4414  
Email: [hinfo@ucn.ca](mailto:hinfo@ucn.ca) (preferred format)

*We thank all applicants for their interest, but only those selected for an interview will be contacted. Application materials, including letters of reference, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba). Human Resources will work with applicants who require accommodation during the application or the interview process.*

*For more information and other employment opportunities, visit [www.ucn.ca](http://www.ucn.ca).*