



## ADMINISTRATIVE ASSISTANT

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.

**Duties:** The Administrative Assistant will provide the overall administrative services for the Dean of Health. The successful candidate will embrace the challenge of working in an academic environment and the position will include a wide range of duties including administrative, secretarial, clerical and financial issues. The Administrative Assistant will interact with all Divisions within the university college as well as with external agencies including other post-secondary institutions and Indigenous organizations to ensure the effective implementation and processing of all academic and related issues.

### Qualifications:

- Administrative Assistant or Business Administration Diploma is preferred; however, an appropriate combination of related experience and education may be considered
- 5 years experience in an office setting is preferred
- Excellent organizational skills
- Effective interpersonal skills
- Effective communication skills
- Excellent computer skills (MS Office)
- Strong records management and minute taking skills
- Must be able to utilize, maintain and develop databases
- Effective budget management skills
- Effective critical thinking and problem-solving skills
- Ability to manage sensitive information and maintain confidentiality
- Ability to prioritize and multi task to meet deadlines in a busy office environment
- Demonstrated initiative and ability to work independently as well as part of a team
- Dependability is critical
- 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 the Indigenous culture

### 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, resume, and a list of references with their application.

Applicants must demonstrate on their cover letter and their resume how they meet the qualifications.

*Representative Workforce 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:** 20-063  
**Closing Date:** September 24, 2020; however, will remain open until filled  
**Salary Range:** \$22.61 to \$25.75 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).*