

## Administrative Assistant Library Services

Full-Time, One year term position available with possibility of an extension

**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**

**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 the Academic Success Centre (ASC), the incumbent will perform a wide range of administrative responsibilities ensuring efficient operation of the administrative office of the ASC. Responsibilities include, but are not limited to: processing student and faculty service requests, management and scheduling of meetings, the communication of varying types and complexity, administration and submission of payroll forms and reports, and the planning of department events. The incumbent is required to have excellent interpersonal skills, with the ability to serve both supervisory staff and students from vulnerable communities.

### Required Qualifications:

- Significant experience providing administrative support and performing office administrative responsibilities
- Formal education in office administration; other combinations of training and experience in administration may be considered
- Experience managing multiple tasks and major projects effectively
- Experience in preparing meeting agendas and taking minutes
- Effective organizational and time management skills
- Effective problem solving and decision making skills
- Ability to work independently with minimal supervision and collaboratively within a team environment
- Ability to sensitively assist clients who have significant support needs in connecting with relevant services
- Excellent written communication skills with the ability to draft, proof read and edit communications of varying complexity
- Excellent verbal communication and interpersonal skills
- Proficient with MS Office Suite including Outlook, Word, Excel, and PowerPoint applications
- Experience in event coordination, planning and scheduling
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

### Assets:

- Working knowledge of databases and report generation
- Administrative experience at a senior years or post-secondary level

### Conditions of Employment:

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

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

**Competition Number:** 2018-192  
**Closing Date:** November 14, 2018  
**Salary Range:** \$38,772 - \$53,070 per annum

**Apply to Red River College by email: [humanresources@rrc.ca](mailto:humanresources@rrc.ca)**

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 [blogs.rrc.ca/hr](http://blogs.rrc.ca/hr)

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