

Administrative Assistant (Term)

Language Training Centre - Winnipeg Campus

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.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

DUTIES

Reporting to the Manager, Language Training Centre (LTC), Admissions and Student Support Services, the Administrative Assistant will provide an administrative support function for the Language Training Centre in Winnipeg in the evenings. Administrative support for faculty and staff is required for the federally funded program. The individual will provide prompt, friendly, professional and efficient customer service, to a diverse group of students and staff, both in-person, over the phone, and via email. This position requires the individual to create student ID's, facilitate the daily administrative routines and maintain confidentiality. In addition, the individual will be the first point of contact with the public and include receptionist duties and answering the LTC general information line. **This position is required to work evenings, Monday through Thursday from 4:00 pm to 8:00 pm.**

REQUIRED QUALIFICATIONS

- Certificate in office administration or an equivalent combination of education and experience
- Experience with Microsoft Office Suite (Excel, Word and Outlook)
- Several years of customer service experience
- Experience processing cash, credit/debit card and cheque transactions
- Experience communicating with individuals from diverse language backgrounds and language levels both on the phone and in person
- Demonstrated ability to prioritize work and handle a high volume workload with a diversity of tasks, showing a high degree of professionalism, accuracy and attention to detail
- Ability to work independently and show initiative with minimal supervision
- Excellent interpersonal skills
- Excellent written and oral communication skills
- Experience maintaining confidential information
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Experience working with IStedy database
- Experience working in a post-secondary environment

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- Incumbent must provide a current and satisfactory Criminal Records Check

COMPETITION NUMBER

2019-051

CLOSING DATE

May 27, 2019

SALARY

\$20.50 - \$28.06 hourly

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Part-Time, Term Position Available

Anticipated up to March 31, 2020

Possibility of an Extension

APPLY BY EMAIL TO

humanresources@rrc.ca

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.

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



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 interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit rrc.ca/hr

2055 Notre Dame Ave., Winnipeg, Manitoba R3H0J9

