Assistant to the Senior Leadership Team

Senior Leadership Team

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

The incumbent will be responsible for providing confidential administrative support to two Executive Directors and ensuring the effective operation of the Executive Directors offices by directing and maintaining the flow of work, triaging situations, coordinating the Executive Director's schedule, and facilitating written and verbal communications with a broad range of stakeholders and governance committees. This position conducts select research, synthesis and analysis of varying complexity. This position participates in and provides administrative support to project teams, leads small-scale projects and events, and provides back up to other Assistants to the Senior Leadership Team. This position works with highly confidential information on a regular basis including preparation of correspondence related to government submissions, labour relations issues such as grievances, and disciplinary matters. The incumbent must meet hard deadlines while managing emerging issues through prioritizing organization and communications.

REQUIRED QUALIFICATIONS

- Post-secondary education in business, management, office administration or related discipline. An equivalent combination of education and experience may be considered.
- Several years' experience at a senior administrative level, in an executive or professional office setting
- Advanced calendar management skills, with experience organizing and recording the proceedings of multi-stakeholder meetings
- Demonstrated ability to provide elevated level of customer service and in developing and maintaining relationships with internal and external stakeholders based on clear communication, trust, respect and appreciation for others' needs and perspectives
- Experience working effectively within a complex and fast-paced environment
- Experience in review and management of office budget, identifying and resolving discrepancies
- Advanced verbal and written communication skills including the ability to persuade and negotiate with a variety of stakeholders
- Advanced skills in compiling, drafting and/or editing documents and speeches that range in complexity
- Experience conducting research projects of varying complexity
- Advanced skills and experience in MS Office, including Word, Excel, PowerPoint, Visio, Outlook, and MS Project
- Experience scheduling travel arrangements for Executive and group travel
- Demonstrated ability to take initiative and to work both as a team player and with independence
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Understanding of project management and change management fundamentals
- Experience leading small scale projects
- Experience in compiling senior level briefing documents

CONDITIONS OF EMPLOYMENT

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

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

rrc.ca

We are building a diverse and inclusive workforce.

What we’re doing is working.

COMPETITION NUMBER
2020-129

CLOSING DATE
October 14, 2020

SALARY
$49,931 - $64,891 per annum

POSITION LOCATION
Notre Dame Campus (Winnipeg, MB)

POSITION TYPE
Full-Time Position Available

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, Indigenous persons, women, visible minorities, and individuals with disabilities are encouraged to apply.

2055 Notre Dame Ave, Winnipeg, Manitoba R3H0J9

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