

Posting #24-074CU

Administrative Assistant Northwest Regional, Terrace Seasonal, Part-time (22.5 hours per week)

Purpose

UNBC's Northwest Campus located in Terrace, BC, administers courses and programs in several communities throughout the region including Terrace, Prince Rupert, Hazelton, Smithers, and Haida Gwaii. Courses and programs include the following: Bachelor of Social Work, Bachelor of Science in Nursing, Bachelor of Arts in English, Bachelor of Arts (General), Master of Education, Master of Arts in First Nations Studies, and the Education Diploma in a First Nations Language and Culture. The Terrace and Prince Rupert campuses provide all the services of the University to regional students, staff and faculty.

The University of Northern British Columbia is a dynamic and progressive institution with an innovative approach to education, supported by advanced technologies. As we strive for excellence in the educational enrichment of our students, UNBC offers a friendly, supportive, and stimulating work environment.

As part of our casual pool, employees are available on an on-call basis offering administrative support to the Northwest Campus. These employees are called on to assist primarily for evening and weekend or during vacancies, peak periods, vacation or sick leave coverage, as well as project work. Knowledge of computer applications, reception duties, data entry, safety and security procedures, and a variety of other skills will be well utilized. Casual work is assigned by the Operations Manager for the Northwest Campus.

Responsibilities

Specific duties may include a broad range of administrative, clerical and service functions. These functions support the current and evolving needs of students and departments and contribute to the continual improvement of efficiencies.

Service and support in the following areas will include, but are not limited to:

- Providing client service to students, faculty, staff and the public (via front counter, telephone and email);
- Safety and Security procedure;
- Supporting meetings and committees, including logistical arrangements, agendas, transcription, minutes, and follow up on subsequent proceedings;
- Preparing interdepartmental documents as required;
- Maintaining and organizing file room and office supplies; and
- Assisting with projects and event planning.

Qualifications

The successful candidate must possess a minimum of a one-year certificate/diploma in office or business administration together with a minimum of 3 years related administrative experience, preferably in a professional environment.



Familiarity with university structures, policies and procedures is an asset. An equivalent combination of education and experience will be considered.

Proficiency in the Microsoft Office Suite (Word, Excel, Outlook) is essential. The ability to work independently in a busy and challenging environment, and the flexibility to assist where needed and work as an active team member are essential. Outstanding interpersonal, time management, organizational and communication skills with a proven ability to interact in a highly professional and confidential manner are crucial. Problem solving and exercising good judgment are integral. Financial experience is an asset.

Salary

This position has been classified at a Grade 6. The annual salary range for this position is \$57,148.00 to \$59,495.80 and the normal starting salary will be \$57,148.00, pro-rated based on hours worked.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 4:30pm – 9:00pm, Monday through Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.



UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Internal applicants from CUPE Local 3799 will be given priority consideration.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #24-074CU in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until 4:30PM on April 26, 2024.

