

*Posting #24-080CU*

## **Administrative Assistant Faculty of Science and Engineering Term, Full-Time (May 2024 – April 2025)**

### **Purpose**

Reporting to the Dean of the Faculty of Science and Engineering (FSE), with functional supervision by the Department Chairs and the Administrative Coordinator, the Administrative Assistant works in a team environment to maintain and as necessary, adapt and improve a system of administrative support for the efficient and professional functioning of the programs within the Faculty with emphasis on the Mathematics/Statistics and Physics departments.

### **Responsibilities**

Duties include, but are not limited to:

- Assisting Chair's, faculty, sessional instructors and staff with administrative matters and liaising with the Office of the Registrar as necessary;
- Assisting with ongoing, long-term projects with the support of other departments within the faculty as able and as requested by the Administrative Coordinator or the Dean;
- Coordinating and supporting regular and special meetings and committees, including room bookings, preparing agendas, attending meetings, providing input, record keeping and transcribing, as well as follow up on subsequent proceedings;
- Providing professional and courteous responses to inquiries from the public, students, faculty and other internal and external contacts; In addition to a thorough and current understanding of the assigned programs, the incumbent will be expected to acquire and demonstrate a level of institutional awareness;
- Handling and distributing both electronic and hard copy mail, with follow up as necessary;
- Meticulously maintaining and improving both electronic and hard copy filing systems, records and databases, and producing spreadsheets and reports;
- Proofreading, editing and formatting a wide range of written materials including authoring general correspondence, brochures, handbooks, web content or other departmental materials;
- Assisting with procedures related to the recruitment of faculty and students;
- Ensuring the maintenance and distribution of adequate office supplies and the proper functioning of all office equipment and arranging for orders and repairs;
- Arranging travel for the Chairs and others and providing assistance with related documents and claims;
- Regular and special event planning for the department and beyond, as able; and
- Collaborating with other administrative staff within the Faculty and providing back-up as appropriate.

### **Qualifications**

The successful candidate will possess the following:

- A one-year certificate/diploma in office or business administration; and



- Minimum of three years' related experience, preferably in an academic environment.

An equivalent combination of education and experience will be considered.

Proficiency in word processing, spreadsheets, database, and email software is essential. The ability to work independently in a busy and challenging, sometimes stressful, 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 to this position.

Familiarity with university structures, policies, and procedures would be an asset and direct experience of engagement with diverse student populations would be beneficial. The ability to work with relational database interfaces, student information systems and update web content will be considered an asset. Legal assistant experience will be considered an asset.

## Salary

This position has been classified at a Grade 6. The annual salary range for this position is \$57,148.00 to \$58,495.80 and the normal starting salary will be \$57,148.00, prorated based on length of term.

UNBC offers excellent benefit packages, and employee training and development opportunities. For more details, please see:

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

Normal hours of work will be 8:30am – 4:30pm, 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](mailto: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 #24-080CU 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](mailto: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.**

