

Posting #21-004CC

Administrative Assistant University Casual Pool

Purpose

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

Administrative Assistants are sought in the Casual Pool to support the portfolios of academic departments and programs, as well as administrative departments and student services units. Casual Administrative Assistants are part of a vibrant pool of casual employees sharing a commitment to the student experience and to excellent administrative support and client service, contributing to the success of the University.

As part of our casual pool of employees available on an on-call basis offering administrative support to a variety of departments, called on to assist during vacancies, peak periods, vacation or sick leave coverage, as well as project work. Your knowledge of computer applications, typing, filing, reception duties, data entry, scheduling meetings and a variety of other skills will be well utilized. Casual work is assigned by Human Resources based on department requests.

Responsibilities

Specific duties will include a broad range of administrative, clerical and service functions that 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);
- proofreading, editing and formatting a range of correspondence and written materials;
- maintaining and updating records and files;
- making travel arrangements and providing assistance with related documents and claims;
- supporting meetings and committees, including logistical arrangements, agendas, transcription, minutes and follow up on subsequent proceedings;
- preparing inter-departmental documents as required;
- maintaining and organizing file room and office supplies;
- assisting with projects and event planning;

Qualifications

The successful candidate must possess a minimum of one-year certificate/diploma in office or business administration together with a minimum of three 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, 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. Financial expense is an asset.

Salary

As part of our casual pool of employees available on an on-call basis, you may be called in to assist during peak periods, vacation or sick leave coverage. Normal hours of work are between 8:30 am – 4:30 pm Monday through Friday.

Casual assignments are paid based on the work assigned in University departments, generally ranging from \$20.66/hour to \$25.67/hour.

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. Located in the spectacular landscape near the geographic centre of beautiful British Columbia, UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

For the past 10 years, UNBC has placed in the top three in its category in the annual Maclean's university rankings, the only University of its size to achieve that feat. UNBC also recently placed among the top four 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 ~74,000 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

Please forward your resume and proof of education quoting competition [#21-004CC](#)

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. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.

We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be reviewed on a regular basis.