

Administrative Assistant University Casual Pool

Purpose

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.

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. They offer excellent administrative support and client service, contributing to the success of the University.

As part of our casual pool, employees are available on an on-call basis offering administrative support to a variety of departments. These employees are called on to assist during vacancies, peak periods, vacation or sick leave coverage, as well as project work. 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. 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);
- 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 interdepartmental 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 a one-year certificate/diploma in office or business administration together with a minimum of 2 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

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

Casual assignments are paid based on the position assigned in University departments, generally ranging from \$21.48/hour to \$35.43/hour.

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. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, place of origin, age, physical disability, mental disability, sexual orientation, gender identity, and any other prohibited grounds of discrimination as outlined in the BC Human Rights Code.

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.

Please forward your resume and proof of education quoting competition #24-001CC 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 an ongoing basis and as positions/ casual assignments become available. UNBC retains applications on file for 6 months. If you would like to withdraw your application, you may do so by contacting hrecruit@unbc.ca.

