

Posting #24-157CU

Administrative Assistant Faculty of Environment Regular, Full-time

Purpose

This position reports to the Dean of the Faculty of Environment (FE), with functional supervision by the Administrative Coordinator of the same Faculty. With this direction, the incumbent contributes to, maintains and, as necessary, adapts to and improves a system of administrative support for the efficient and professional functioning of the academic programs within the Faculty of Environment.

Responsibilities

Duties include but are not limited to:

- Providing dedicated administrative and professional support to the Faculty of Environment and the evolving needs of the Departments;
- Providing professional responses and advice regarding inquiries from the UNBC staff and faculty, community, students, the public, and other internal and external contacts. In addition to a thorough and current understanding of the assigned academic programs, the Administrative Assistant will be expected to acquire and demonstrate a level of institutional awareness;
- Providing a dedicated, primary point of contact for administrative and professional support to the assigned Chairs;
- Maintaining and improving both electronic and hard copy filing systems, records and databases, and producing spreadsheets and reports as requested;
- Proofreading, editing and formatting a range of correspondence and written materials, which may include authoring general correspondence, brochures, handbooks, web content or other departmental materials for review or approval by a Chair or Dean;
- Coordinating and supporting meetings and committees, including logistical arrangements, agendas, transcription, minutes and follow up on subsequent proceedings;
- Assisting faculty, sessional instructors and staff with course delivery matters, providing assistance to students regarding their student records and progress within the programs, and liaising with the Registrar's Office as necessary;
- Providing guidance, orientation and training to others, with possible participation in recruitment, functional supervision, scheduling and review of other support staff or teaching assistants;
- Assisting with course scheduling and entering data into the Data Collection Utility Program (DCU);
- Assisting with managing and updating course articulations and transfer agreements;
- Tracking and monitoring program budgets, maintaining financial records and spreadsheets, monthly Mastercard procurement, producing reports, providing input during budget cycles;
- Preparing inter-departmental documents as required for the proper functioning of the programs, including the recruitment of faculty and students;
- Ensuring the maintenance and distribution of adequate office supplies and equipment;
- Making travel arrangements and providing assistance with related documents and claims;
- Regular and special event planning; and
- Assisting with travel accommodations for faculty, guest speakers and new candidates recruited to the Faculty.

Qualifications

The successful candidate will possess the following:

- A one-year certificate/diploma in office or business administration
- A minimum of 3 years related experience, preferably in an academic environment
- Familiarity with university structures, policies, and procedures

An equivalent combination of education and experience will be considered.

Proficiency in word processing, spreadsheets, databases, and email software is essential. The ability to work with relational database interfaces, student information systems, and update web content will be considered an asset. The ability to work both independently and as a member of a team 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 to this position.

Salary

This position has been classified at a Grade 6. The annual salary range for this position is \$58,858.80 to \$61,279.40 and the normal starting salary will be \$58,858.80.

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 8:30am – 4:30pm, Monday through Friday. Some evening and weekend work is required periodically, particularly in peak times.

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 employeewellbeing@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 #24-157CU 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 Aug 27, 2024.

