

Posting #24-166CU

Administrative Assistant Faculty of Science and Engineering Regular, Full-time

Purpose

Reporting to the Dean of the Faculty of Science and Engineering (FSE), with functional supervision from the Administrative Coordinator, the Administrative Assistant provides support to students, staff, faculty, and the public for the Chemistry/Biochemistry and Computer Science programs based at the Prince George Campus. Working in a team environment, the incumbent maintains and, as necessary, adapts and improves efficiencies and functioning of administrative support for the programs within the FSE.

Responsibilities

Responsibilities will include a broad range of administrative and clerical functions that support the current and evolving needs of the Faculty and contribute to the continual improvement of efficiencies and student service.

Duties include but are not limited to:

- Providing dedicated administrative and professional support to the Faculty, Chairs, and Dean;
- Collaborating with other administrative assistants to meet the ongoing and evolving needs of the Faculty;
- Maintaining and improving both electronic and hard copy filing systems, records and databases, and producing spreadsheets and reports as requested;
- 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;
- Coordinating and supporting meetings and committees, including logistical arrangements, agendas, transcription, minutes, and follow up on subsequent proceedings;
- 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 Chairs and Dean;
- Providing guidance, orientation, and training to others, with possible participation in recruitment, functional supervision, scheduling, and review of other support staff or teaching assistants;
- Providing professional responses and advice to inquiries from UNBC staff and faculty, students, the public, and/or other internal and external contacts.
- Tracking and monitoring program budgets, maintaining financial records and spreadsheets, producing reports, and 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;
- Planning regular and special events;

- Providing administrative or clerical support for departments as reasonably requested;
- Ensuring websites are up to date and relevant; and
- Providing campus-specific supports for the Wood Innovation and Design Centre (WIDC), including physical access requests, campus mail service, room scheduling for academic courses, and serving as the first point of contact for students, staff, faculty, and guests to the WIDC.

Qualifications

The successful candidate will possess the following:

- A one-year certificate/diploma in office or business administration together with a minimum of three years related experience, preferably in an academic environment;
- Proficiency in word processing, spreadsheets, database and email software;
- 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;
- Outstanding interpersonal, time management, organizational and communication skills with a proven ability to interact in a highly professional and confidential manner; and
- The ability to solve problems while exercising good judgment.

Experience with relational database interfaces, student information systems and update web content will be considered an asset. Familiarity with university structures, policies and procedures, as well as direct experience of engagement with diverse student populations would be beneficial.

An equivalent combination of education and experience will be considered.

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.

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 #24-166CU 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 September 11, 2024.

