

**Posting #24-168CU**

## **Administrative Assistant Division of Medical Sciences Regular, Full-time**

### **Purpose**

Reporting to the Executive Assistant to the Associate Vice President, Northern Medical Program (NMP), the Administrative Assistant – Division of Medical Sciences (DMS) is responsible for providing a wide range of administrative and clerical support which supports the needs of the programs which fall under the responsibility of the Associate Vice President, Division of Medical Sciences, who also holds the title of the Regional Associate Dean for the University of British Columbia (UBC).

### **Responsibilities**

Responsibilities include a broad range of administrative and clerical functions that support the current and evolving needs of the DMS, contributing to the development of efficiencies. The Administrative Assistant will maintain, and as necessary, adapt and improve a system of administrative support for the efficient and professional functioning of the DMS.

Duties include but are not limited to:

- Assisting the finance/purchasing related tasks within the DMS. This includes providing assistance to the Finance Coordinator in submitting/reviewing finance related documents such as monthly MasterCard reconciliations for faculty and senior leadership, creation of WebReqs for equipment, travel above assigned maximum MasterCard allowances, and capital replacements;
- Maintaining spreadsheet tracking for the teaching of all preceptors without a clinical faculty appointment;
- Processing quarterly teaching payments;
- Assisting with payment of physicians, other teachers, and guest participants within the medical program using established UNBC and UBC program policies and processes;
- Assisting with coordinating program events including program meetings, graduation ceremony, guest lecturers/speakers, student event room bookings, and travel logistics;
- Providing overflow administrative support to the Regional Associate Dean's office;
- Assisting with travel arrangements for Senior Leadership, including ensuring travel authorizations and travel claim forms are processed;
- Assisting the Administrative Director in managing the Northern Health Sports Centre (NHSC) building including maintenance of space allocation spreadsheet, coordinating key requests and returns, and liaise with facilities on all maintenance requests;
- Booking rooms for DMS at the NHSC through resource scheduler;
- Providing backup coverage for DMS Executive Assistant & Administrative Assistants; and
- Managing materials & supplies to ensure a constant operating level is maintained.

## Qualifications

The successful candidate will possess a one-year certificate in office or business administration together with a minimum of two years of related experience, preferably in an academic environment. An equivalent combination of education and experience will be considered.

**The successful candidate must have proven ability in the use of MS office suite (Office Outlook, Word, Excel, Access, etc.) and web-based applications. Experience with Banner or a similar relational database is essential.**

Knowledge requirements include:

- Excellent customer service focus and ability to demonstrate exceptional interpersonal, organizational, and communication skills;
- The ability to be extremely confidential, resourceful, and adaptable;
- The ability to use good judgement to anticipate and solve problems;
- The ability to function under pressure in a multi-tasking environment while maintaining flexibility;
- Excellent time management skills and the ability to prioritize tasks;
- The ability to be diplomatic in stressful situations and interact in a highly professional, confidential manner;
- The ability to be a self-starter, taking initiative, and demonstrating an enthusiasm for the challenge and task of building something new; and
- Familiarity with university structures, policies, and procedures would be considered an asset.

## Salary

This position has been classified at a Grade 5. The annual salary range for this position is \$55,091.40 to \$57,348.20 and the normal starting salary will be \$55,091.40.

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](mailto: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 #24-168CU 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 September 6, 2024.**

