

**Posting #24-220CU**

## **Administrative Assistant – Risk and Safety Enterprise Risk and Safety Regular, Part-time (20 hours per week)**

### **Purpose**

Reporting to the Manager of Occupational Health and Safety in the Enterprise Risk and Safety Department, your duties will encompass a wide range of administrative and clerical support functions.

### **Responsibilities**

Duties include but are not limited to:

- Providing administrative support and assisting with the effective operation of the Enterprise Risk and Safety Department, including travel and accommodation arrangements;
- Cross training with Security and Parking for coverage as needed;
- Monitoring and responding to email inboxes, receiving, and distributing incoming mail;
- Updating the Risk and Safety related website pages and supporting the department's internal software;
- Requesting, receiving, and filing University insurance documents, waiver forms; processing claims, coordinating payment arrangements, and assisting with the organization of electronic and hard copy files;
- Collaborating with Facilities to generate service requests;
- Supporting students and faculty with information about lab safety courses, including generating reports for the cashier's office;
- Assisting with the arrangement of safety training;
- Compiling meeting agendas and minutes and otherwise support the JOHS Committee and the Lab Safety Committee; and
- Preparing and maintaining correspondence, spreadsheets and reports; and
- Performing general office duties including purchase support, invoice processing, credit card reconciliation, ordering supplies, services and equipment, and renewal of subscriptions and memberships.

### **Qualifications**

The successful candidate will possess a two-year certificate in administration or business. A one-year Certificate in Insurance would be considered an asset. Candidates must have a minimum of one year of related work experience, preferably in Insurance and/or Risk Management and/or Safety office environment.



The successful candidate must be proficient in the use of word processing, spreadsheets, and database software. An understanding of legal proceedings as they impact provincial and federal OH&S regulations is desirable. Knowledge of WorkSafeBC claims administration; Federal and Provincial Security regulations would be considered a strong asset.

The candidate must demonstrate excellent interpersonal, organizational, and communication skills in previous experience as well as the ability to interact in a highly professional/confidential manner. The ability to work in a fast-paced environment where there are continuous changes and shifting priorities is critical.

An equivalent combination of education and experience will be considered.

## 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, prorated based on hours worked.

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 – 12:30pm, 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 #24-220CU 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 January 23, 2025.**

