

**Posting #25-035CU**

## **Administrative Assistant, OII & FNC**

### **Office of Indigenous Initiatives**

### **Regular, Full-time**

#### **About the Office**

The Office of Indigenous Initiatives leads and supports the University's commitments to truth, reconciliation, and decolonization through respectful partnerships with Indigenous communities, students, staff, and faculty. Grounded in the strengths of Indigenous knowledge systems, the Office works collaboratively across the University to enhance Indigenous student success, support Indigenous faculty and staff, guide curriculum development and institutional change, and promote Indigenous research ethics and data sovereignty. The work of the Office is guided by the responsibilities outlined in UNBC's *READY* Plan and is informed by the Truth and Reconciliation Commission's Calls to Action and the United Nations Declaration on the Rights of Indigenous Peoples.

#### **Purpose**

Reporting to the Associate Vice-President, Indigenous, the Administrative Assistant provides a broad range of administrative support to both the Office of Indigenous Initiatives (OII) and the First Nations Centre (FNC). This role involves coordination, scheduling, event support, and serving as a key point of contact for internal and external stakeholders. The Administrative Assistant also supports the connection between strategic planning, community insight, and Indigenous student success on campus.

#### **Responsibilities**

With a high level of confidentiality and discretion, the Administrative Assistant provides direct support, coordinating information flow and ensuring accurate and timely delivery of departmental administrative services. In addition, the Administrative Assistant develops and implements processes to improve departmental functionality and efficiency, while providing professional service.

Duties include but are not limited to:

- Providing confidential administrative support to the OII in alignment with its responsibilities to advance truth, reconciliation, and decolonization at UNBC;
- Supporting initiatives grounded in Indigenous knowledge systems, community engagement, and student success, including those related to curriculum transformation, research ethics, and institutional change;
- Working collaboratively with the Office of the President's Executive Administrator to strategically manage the administrative responsibilities of the Associate Vice-President, Indigenous;
- Strategically manage the schedules of the Manager, Indigenous Initiatives and the Manager, Indigenous Student Empowerment;
- Proactively supporting needs based on priorities and calendar commitments and keeping reports on schedule;
- Ensuring effective communication, problem solving, and collaboration between the Office and other administrators and executive assistants while maintaining collaborative relationships;

- Handling and distributing correspondence, including follow-up on responses when necessary;
- Liaising with Indigenous community partners, Knowledge Keepers, students, and institutional leaders with cultural humility and respect;
- Working in the FNC to understand community/institutional needs and determine educational process and realignment of first point of contact service for Indigenous initiatives;
- Preparing correspondence, scheduling meetings, planning, and providing support for special events;
- Assisting with the completion of special projects that involve research and analysis;
- Performing special studies and analysis as assigned, gathering and evaluating data, and preparing reports;
- Coordinating yearly operational and project budget processes;
- Assisting with monitoring operating expenditures and preparation of budgets;
- Developing and maintaining confidential and effective systems and records and helping to ensure financial and administrative functions are completed;
- Preparing, processing, and tracking web requisitions, cheque requisitions, and reconciling MasterCard statements;
- Maintaining records, filing systems, and key contact information;
- Making travel arrangements, coordinating itineraries, and assisting with travel claims; and
- Ensuring cultural protocols are prepared for and abided by.

## Qualifications

The successful candidate will possess the following:

- A one-year certificate/diploma in office or business administration, together with a minimum of two years related work experience at a senior administrative level, preferably in an academic environment;
- Knowledge of, or demonstrated experience working in environments guided by, Indigenous knowledge systems, protocols, or community-based processes; this must have been gained via lived-experience over a minimum of 2 years working at/for Indigenous Nations, organizations, and/or collectives; and
- Valid Class 5 B.C. Driver's License.

The successful candidate should be able to demonstrate the following:

- Proficiency in the use of the MS Office Suite is essential, particularly with Outlook, Word, Excel, , and PowerPoint.
- An aptitude for learning and keeping abreast of technology and software that provide office efficiencies;
- The ability to prioritize and manage multiple projects simultaneously, gather and analyze data, prepare reports, and provide recommendations;
- Exceptional customer service skills;
- Excellent interpersonal, organizational, and communication skills;
- A solid background in business procedures and correspondence and a familiarity with university structures and student information systems;
- The ability to perform and communicate in a highly professional manner and an understanding of the discretion and sensitivity required for supporting senior administrative mandates and personnel support;
- The ability to work collaboratively with a diverse group of constituents and build respectful relationships in a team environment;

- Demonstrated cultural humility, and the ability to work effectively with Indigenous communities and individuals from different backgrounds and experience;
- Awareness of, and commitment to, supporting the University's responsibilities under the Truth and Reconciliation Commission's Calls to Action, UNDRIP, and the Indigenous Strategic Framework;
- Experience supporting initiatives related to Indigenous student success, curriculum support, community engagement, or institutional change is an asset;
- The ability to exercise initiative, judgment and problem-solving capabilities for completion of work and to make decisions based on solid analysis and interpretation;
- Outstanding organizational and time management skills, as well as the ability to work independently in a busy and challenging environment;
- The ability to exercise good judgment and diplomacy, deal effectively and professionally with staff and faculty, management, students, and the public;
- Strong analytical skills as well as the ability to find effective solutions to organize their time and meet challenges.

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. Indigenous persons are encouraged to self-identify.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [employee wellbeing@unbc.ca](mailto:employee wellbeing@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 #25-035CU 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 April 22, 2025.**

