

COLUMBIA COLLEGE
CAREER OPPORTUNITY
INTERNAL/EXTERNAL POSTING

POSITION: Administrative Assistant – Reg. Office

PROGRAM/DEPARTMENT: Office of the Registrar

REPORTING TO: Registrar

DEADLINE TO RECEIVE APPLICATIONS: Open until a suitable candidate has been found

DATE POSITION IS TO COMMENCE: Once a suitable candidate has been found

Description

Under the supervision of the Registrar and working closely to complete administration tasks contributing to the success of the Office of the Registrar, IS and Marketing departments.

This employee will work in a flat organizational structure consisting of one direct supervisor. The hours can be flexible to accommodate other commitments but at the present time 20 hours per week has been designated.

Qualifications

This professional will ideally have a minimum of a post-secondary diploma or certificate in Office Administration (or equivalent), supplemented with 2-4 years working experience within an office environment. This individual will specialize in Microsoft Office 365 Suite including Teams, OneNote, Word, Excel, electronic email/calendar systems, and experience with data entry programs. Typing 45+ wpm minimum.

This individual will possess strong written and verbal communication skills, be personable, outgoing and customer service oriented. Excellent punctuation, spelling, English composition and grammatical usage are required. Excellent telephone technique and etiquette is essential. Knowledge of modern office practices and procedures is required. The ability to multi-task and effectively work with all employee groups, dealing with tact and diplomacy in all situations is an important component of this position. Must be motivated by challenge and the desire to provide exceptional service.

Other skills that are desired for this position:

- Strong Office 365 skills and working with Teams a benefit
- Experience working in a diverse, multi-cultural environment
- Basic networking and troubleshooting skills
- Familiarity with both Windows and Apple operating systems
- Excellent customer services skills
- Experience working with an LMS (particularly Moodle)
- Customer-service oriented; must be an effective team player and also be able to work independently with minimal guidance
- Clear Police Information Check, including vulnerable sector search (to be done upon hiring)

Interested candidates should submit a resume to Patrick Simmons at patrick.simmons@columbia.ca. They should include a cover letter stating their date of availability, three work-related references including their current and past supervisor(s), times available (and desired number of hours per week), and their hourly salary expectation.