



## *University nuxethot'jine thaa?ehots'j nistameyimâkanak Blue Quills*

***Indigenous Owned & Governed – Making a Difference – Living the Vision of our Ancestors  
Land, Language, Ceremony Relationship – Treaty Protection Site***

### **Employment Opportunity**

Inviting applications for a **full-time position of General Administrative Assistant**. The Administrative Assistant will support the work of management and staff within the Indigenous Teacher Education Program (ITEP) at University nuxethot'jine thaa?ehots'j nistameyimâkanak Blue Quills. Applicant philosophy should align with the UnBQ philosophy, vision and mission statements. This role will involve being highly organized, while managing administrative tasks, coordinating events, and providing support to faculty and students.

#### **Responsibilities:**

- Serve as the main point of contact for students, faculties, and external stakeholders by addressing inquiries and providing information in a courteous manner.
- Respond to faxes, mail and general e-mails.
- Scheduling meetings, classes and sessional instructor information.
- Coordinate with the registrar's office for student registrations, enrollment and other documentation
- Support faculty with research and teaching-related tasks as needed.
- Prepare reports, memos and documents.
- Assist with budgeting and financial tracking related to program activities.
- Code and file material according to the established procedures.
- Maintain and update program materials, including handbooks, websites and promotional content.
- Provide Classroom Technology Support
- Perform other office administrative duties to support the departments as required.

#### **Qualifications:**

- Post-secondary education in Office Administration is considered an asset.
- Previous experience as an Administrative Assistant is an asset.
- Must be proficient in Microsoft Office suite applications (Word, Excel, PowerPoint) and other relevant software.
- Strong organizational skills and the ability to multitask effectively.
- Excellent written and verbal communication skills.
- Ability to work collaboratively in a team-oriented environment.

**Posted March 10, 2025 and will be closed on June 30, 2025 or until a suitable candidate is found.  
Please submit resumes to Sheila Poitras, Executive Assistant by email at [sheilap@bluequills.ca](mailto:sheilap@bluequills.ca) or by fax at (780) 645-5215.**