

## *University nuxelʔhot'ine thaaʔehots'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**

is inviting applications for the full-time position of **Indian Residential School Project Administrative/Research Assistant**. The Administrative Assistant will support the work of management and staff within the Indian Residential School Project at University nuxelʔhot'ine thaaʔehots'j nistameyimâkanak Blue Quills. Applicant philosophy should align with the UnBQ philosophy, vision and mission statements.

#### **Responsibilities:**

- Answer general phone inquiries using a professional and courteous manner.
- Reply to general information requests with the accurate information.
- Respond to faxes, mail and general e-mails.
- Prepare reports, memos and documents.
- Code and file material according to the established procedures.
- Perform office administrative duties to support the IRS Project and other departments as required.
- Facilitate all external communication between the IRS Project Team, the First Nation communities and the IRS Project Advisory Committee.
- IRS Project Advisory Committee - coordinate monthly meetings, send out invites, prepare agenda and meeting minutes.
- Conduct Research archives for the IRS project.
- Provide Support for IRS Interviews.

#### **Qualifications:**

- Post-secondary education an asset
- Must be proficient in Microsoft Office applications
- Excellent written and verbal communication skills

**Posted February 24, 2023**

**Open 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.**