

Fulltime Position Administrative Assistant is responsible for providing program, clerical and administrative support to the UnBQ Social Work Program. This position reports directly to the Team Lead for Social Work Programs. Aligning with the BQ philosophy, vision and mission statements this individual will be responsible for:

The responsibilities of the Administrative Assistant include but are not limited to:

- Serving as the point of contact to the Program, greeting and assisting students and program guests;
- Receiving, directing, and relaying communication matters about the program;
- Assisting with literature/research reviews
- Contributing to the on-going recruitment of social work students
- Handle and protect confidential and sensitive data with integrity
- Prepare and produce written, tabular and visual documents and materials for research reports and presentations;
- Creating, organizing and maintaining efficient paper and electronic filing systems;
- Facilitating receipt and distribution of mail;
- Assisting in maintaining a secure environment for confidential information and documents;
- Preparing and distributing meeting agendas and minutes;
- Assisting with ordering, cataloguing and preparation of course materials;
- Providing program support to instructional personnel;
- Assisting with the planning and delivery of special program events;
- Facilitate practicum placements and process;
- Providing administrative support for the Program Advisory Council.

Required skills/attributes

- Displays a commitment to Indigenous control of Indigenous education;
- Is a strong team player who contributes to the creation of collegial work environments;
- Interacts with others in a compassionate, diplomatic, and respectful manner;
- Demonstrates ability to effectively communicate (orally and in writing);
- Exercises sound judgment and discretion;
- Exhibits personal and professional pride in the completion of a wide range of complex tasks;
- Utilizes creative problem-solving processes to address challenges;
- Manages multiple tasks and meets deadlines through the use of effective time management.

Minimum Qualifications

- Office Administration certificate/diploma or an equivalent combination of education and work experience
- Advanced computer skills including proficiency with Microsoft Office Suite
- Human service or social work background, diploma social work
- Excellent interpersonal, verbal and written communication skills
- Proven time management and personal organizational skills
- Familiarity with Indigenous Research Method

Posted: October 10, 2023 Closing date is October 20, 2023 or until successful candidate is found. Please submit resumes to: Sheila Poitras, Executive Assistant, *University nuxet'hot'ine thaa?ehots'j nistameyimâkanak Blue Quills*, Box 279, St. Paul, AB. T0A 3A0 Fax (780) 645-5215 or email sheilap@bluequills.ca
We thank all applicants for their interest, however only those chosen for an interview will be contacted.