

ADMINISTRATIVE ASSISTANT Community & Industry Solutions

UCN is building better futures for a stronger North. UCN provides learning opportunities to northern communities and its people offering more than 40 academic degrees, diplomas, and certificate programs. We commit to offering a safe, welcoming, and inclusive work environment where innovation and creativity is welcomed. We are one of Manitoba's Top Employers and offer a generous Total Compensation Package with health benefits, a great pension plan along with the opportunity for personal and professional growth including tuition waivers.

DUTIES

Reporting to the Associate Vice-President (AVP) of Community and Industry Solutions (CIS) the Northern Manitoba Mining Academy (NMMA) requires an Administrative Assistant to assist the AVP and the NMMA Operations Coordinator with clerical and administrative tasks required for current and upcoming projects and training. The Administrative Assistant will assist with organizing and scheduling meetings, event planning, preparation and distribution of a wide range of reports, correspondence and meeting minutes, and promotion of all UCN programming. The incumbent will also provide support for other divisions and departments within UCN and external agencies including other post-secondary institutions and Indigenous organizations to ensure the effective implementation and processing of the department's policies and regulations.

REQUIRED QUALIFICATIONS

- Office Assistant Certificate; an equivalent combination of education and experience may be considered
- Experience working in an office environment
- Proficiency in using Microsoft Office 365, Zoom, Teams or other virtual communication tools and internet search engines
- Ability to work independently as well as within a team in a complex and fast-paced environment
- Ability to multitask and meet deadlines
- Ability to manage sensitive information and maintain confidentiality
- Excellent organizational skills
- Effective communication and interpersonal skills
- Commitment to life-long learning

ASSETS

- Knowledge and understanding of Indigenous cultures

CONDITIONS OF EMPLOYMENT

- Candidates must be a Canadian Citizen or Permanent Resident of Canada
- Valid Class 5 driver's license

Applicants are asked to provide a cover letter and resume with their application. Applicants must demonstrate in their cover letter and their resume how they meet the qualifications. Applicants with education acquired outside of Canada are required to provide an Educational Credential Assessment with their application indicating Canadian credential equivalency, accepted Education Credential Assessment organizations include International Qualifications Assessment Service (IQAS) and World Education Services (WES.)

UCN is committed to building a workforce representative of the populations we serve. Preference will be given to qualified Indigenous candidates. Applicants are invited to indicate in their cover letter or resume if they are from any of the following groups: Indigenous peoples, persons with disabilities and visible minorities. Only qualified candidates who are legally entitled to work in Canada will be given consideration. Persons with disabilities who require accommodation for any part of the application or hiring process should contact Human Resources.

Please indicate in your subject line the competition number for which you are applying.

We thank all applicants for their interest, but only those selected for an interview will be contacted. Application materials, including references, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba).

For more information and other employment opportunities, visit www.ucn.ca

UCN acknowledges that we are on the traditional territories and homelands of many Indigenous peoples, in particular the Cree, Dene, Red River Métis, and Oji-Cree. Indigenous peoples have continuously maintained homelands in northern Manitoba since time immemorial. The First Nations in the area that UCN serves entered into treaty relationships with the Crown (within our region these include signatories to treaties 4, 5 -- and the treaty 5 adhesion, and treaty 6 - located within the treaty 5 adhesion). The territory has also become home to other Indigenous peoples. We uphold the treaties and collaborate with all Indigenous peoples to share truth, reconciliation, and learning.

COMPETITION TYPE
Open Competition to the Public

COMPETITION NUMBER
26-105

CLOSING DATE
September 22, 2026

SALARY RANGE
*\$22.52 to \$26.01 per hour
plus, remoteness allowance if
applicable*

**POSITION
CLASSIFICATION**
Administrative Assistant 2

POSITION LOCATION
Flin Flon, Manitoba

POSITION TYPE
Part Time Regular Position

APPLY TO
*Email: hinfo@ucn.ca (PDF
preferred format)
University College of the
North,
Attention: Human Resources
P.O. Box 3000 R9A 1M7
Fax: (204) 623-4414*