University College of the North

ADMINISTRATIVE ASSISTANT
Marketing, Communications & Recruitment

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 Director of Marketing, Communications & Recruitment, the Administrative Assistant will provide confidential administrative and clerical duties to the Director of Marketing, Communications & Recruitment and the department. The Administrative Assistant will assist with budgeting, organizing and scheduling meetings, preparation and distribution of a wide range of reports, correspondence and meeting minutes, travel arrangements, and marketing and recruitment activities

REQUIRED QUALIFICATIONS

- Office Assistant Certificate: equivalent combination of education and experience may be considered
- Experience coordinating and scheduling travel arrangements
- Proficiency in using Microsoft Office 365, Zoom, Teams and other virtual communication tools and office technologies
- Experience in reviewing and monitoring office budgets
- Effective communication and interpersonal skills
- Effective critical thinking and problem-solving skills
- Ability to multitask and meet deadlines
- Ability to take initiative and work independently as well as part of a team in a fast-paced work environment
- Ability to manage sensitive information and maintain confidentiality
- 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

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
26-111

CLOSING DATE
October 19, 2026

SALARY RANGE
$48,247 to $56,342 per annum plus remoteness allowance if applicable

POSITION CLASSIFICATION
Administrative Assistant 3

POSITION LOCATION
The Pas, Manitoba

POSITION TYPE
Full-Time Regular Position

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