



JOB POSTING

Date: November 18, 2021

Competition: #21-C CAS

APPLICATIONS ARE INVITED FOR CASUAL CLERICAL / ADMINISTRATIVE POSITIONS New Westminster Campus

Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers and make a difference every day.

Summary:

JIBC is seeking casual staff for short and long-term assignments to perform clerical/administrative duties in various divisions at our New Westminster campus. Hours of work and days may vary depending on the assignment, however the majority are full-time and can be up to four months in length. Applicants who confirm availability for full-time assignments in their application are preferred.

Primary Responsibilities:

Clerical/Administrative Duties

- Administrative support for course preparation and delivery of face to face and online courses; which may include preparing, assembling and shipping course materials; and maintaining related records and files;
- Maintaining, creating, formatting course related or other documents and materials using Microsoft Office;
- Maintaining a variety of, databases and files;
- Performing a variety of duties related to scheduling of courses with the Registration Office;
- Providing administrative support to the program area and various staff, as required;
- Liaising with internal and external contacts;
- Responding to inquiries about divisional programs and courses to students and clients;
- Drafting routine correspondence and reports;
- Making travel and accommodation arrangements;
- Assisting with production and copying where required;
- Performing other related duties, as required.

Qualifications & Requirements:

- Secondary school graduation plus three years of relevant clerical / administrative experience; or an acceptable equivalent combination of education, training and experience;
- Demonstrated proficiency with database management, word processing software (Intermediate MS Word, Excel), email, and internet applications; ability to learn new computer systems;
- Excellent verbal and written communication skills;
- Ability to establish and maintain effective working relationships with a variety of internal contacts and external clients from diverse backgrounds;
- Demonstrated ability to communicate courteously and effectively in person, in writing with staff, faculty, administrators, students and the public, including government and ministry personnel;
- Proven ability to work independently, as well as in a team environment;
- Proven ability to multi-task, establish work priorities and to work in a high volume, detailed environment with attention to accuracy and timeliness;
- Ability to lift boxed course materials and equipment (up to 25 lbs.).

Additional Information:

Short listed candidates will undergo online administrative testing, including keyboarding, data entry, Word, Excel, grammar & proofreading.

HOURS OF WORK: Monday to Friday – hours and days of work may vary depending on the assignment, with a maximum of seven hours per day. Preference will be given to candidates who indicate availability for full-time assignments in their application.

Salary Range: \$24.11 per hour (BCGEU Grid 9 assignments) (plus 6% vacation pay and \$0.79 per hour in lieu of benefits)

Posting Date: November 18, 2021

Closing Date: Open until filled (applications will be assessed as they come in)

Please submit a resume and covering letter,
quoting Competition #21-C CAS to:

Human Resources

E-mail: hr@jibc.ca

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous peoples and persons with disabilities.

