



Date: March 1, 2023

Competition: #23-18

APPLICATIONS ARE INVITED FOR CASUAL CLERICAL / ADMINISTRATIVE POOL POSITIONS

Justice Institute of British Columbia:

The Justice Institute of British Columbia (JIBC) is a public, post-secondary institution that provides education and training to those who'll be there to support British Columbians and others around the world, when a life is at stake or when health, safety or property is in jeopardy. Work for JIBC and be a part of the big picture – supporting justice and public safety professionals at all stages of their careers in fields including law enforcement, firefighting, paramedicine, security and emergency management.

As a JIBC employee you'll play a role in our educational programming, which also includes complementary and related areas of study – from conflict resolution, mediation, leadership and counselling, to cybersecurity, business intelligence, and tactical criminal analysis – as well as applied research in the justice and public safety fields. Join our team and help us prepare JIBC graduates to contribute to safer communities and a more just society.

Position 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;
- 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;
- 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: March 1, 2023

Closing Date: Open until filled (applications will be reviewed upon receipt)

Please submit a resume/CV, cover letter, quoting Competition #23-18 via email to hr@jibc.ca.

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



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