



**Casual Administrative Positions
Northwest Regional Campus
Terrace and Prince Rupert**

UNBC's Northwest Campus located in Terrace, BC, administers courses and programs in several communities throughout the region including Terrace, Prince Rupert, Hazelton, Smithers, and Haida Gwaii. Courses and programs include the following: Bachelor of Social Work, Bachelor of Science in Nursing, Bachelor of Arts in English, Bachelor of Arts (General), Master of Education, Master of Arts in First Nations Studies, and the Education Diploma in a First Nations Language and Culture. The Terrace and Prince Rupert campuses provide all the services of the University to regional students, staff and faculty.

The University of Northern British Columbia is a dynamic and progressive institution with an innovative approach to education and is supported by advanced technologies. As we strive for excellence in the educational enrichment of our students, UNBC offers a healthy, safe, open, friendly, supportive and stimulating work environment for our employees. If you possess top-notch clerical and administrative secretarial skills and want to be a part of an exciting team, we may have an opportunity for you.

As part of our casual pool of employees available on an on-call basis offering clerical and administrative support to a variety of departments, you may be called in to assist during peak periods, vacation or sick leave coverage, as well as exciting project work. Your knowledge of computer applications, typing, filing, reception duties, data entry, scheduling meetings and a variety of other skills will be well utilized.

Qualifications:

A minimum of three years of progressive administrative experience in a computerized environment combined with coursework or a certificate in office administration is required. You have extensive knowledge of Microsoft Word and are comfortable working in a Windows environment. Exposure to spreadsheets and database applications would be considered an asset. Rounding out your skills profile are: exceptional organizational skills, attention to detail, strong communication and interpersonal skills and a proven ability to work within deadlines. You are able to work independently, as well as with a team of staff and volunteers. A high degree of flexibility is required to be available for assignments.

Normal hours of work will vary between 8:30 am – 4:30 pm Monday through Friday.

Please forward your resume, proof of education and contact information for three references to: Human Resources, University of Northern British Columbia, 3333 University Way, Prince George, BC, V2N 4Z9. Phone: (250) 960-5521. Fax: (250) 960-5695. Email submissions: HRecruit@unbc.ca

We thank all applicants for their interest in UNBC. However, only those applicants selected for further consideration will be contacted.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.

There is no close date for this posting.