



Northern British Columbia Graduate Student Society
3333 University Way, Prince George, BC V2N4Z9

Office Administrator

Closing date January 16th, 2015

The Northern British Columbia Graduate Student Society (NBCGSS) represents around 750 full-time and part-time graduate students. It was founded in 1997, less than a decade after UNBC was founded. The Graduate council consists of five Executive and twelve Graduate Council members. NBCGSS also employs a staff person who is responsible for the everyday administrative and coordinative duties of the society.

The Northern BC Graduate Students' Society is now accepting applications for the position of **Office Administrator**. Reporting directly to the President and the Executive Council of NBCGSS, the Office Administrator is responsible for the maintenance of the office and the day to day operations of the Society at the University of Northern British Columbia (NBCGSS). The Office Administrator is the first point of contact for all UNBC graduate students and assists them with a number of student related issues. The office administrator offers support to the Society Executives and completes other duties detailed by the Executive Council.

Qualifications:

NBCGSS is seeking applicants for the job position of Office Administrator who are highly organized and have exceptional communication and interpersonal skills. The successful candidate must be an enthusiastic and approachable individual who has an excellent customer service focus; excellent organizational skills; and the ability to demonstrate initiative. The successful candidate must be proficient in the use of word processing, spreadsheet, and communication software (i.e. MS Word, Access, Publisher, Excel, and Outlook), and familiar with Internet navigation. The candidate must demonstrate the ability to work both independently and within a team environment. The candidate will be self-directed with a demonstrated ability to exercise sensitivity, empathy, discretion and good judgment. The successful candidate must have a Bachelors' degree and have experience with book-keeping and maintaining finances. Preference will be given to individuals with similar work experience.

This is a permanent, part- time position of 20 hours per week within the normal working hours of Monday to Friday 10 am – 2 pm. The starting wage will be \$16.20 per hour.

Resumes complete with cover letter may be submitted to:

Northern British Columbia Graduate Student Society (NBCGSS)
Room 7-168
3333 University Way
Prince George, BC V2N 4Z9
Or
via fax (250) 960-5582 or email at: gsoffice@unbc.ca

The closing date for this posting is 4 pm January 16th, 2015