

**Posting #25-096CU**

## **Administrative Assistant, Years 1 & 2**

### **Northern Medical Program**

### **Regular, Full-time**

#### **Purpose**

Reporting to the Curriculum & Assessment Manager, Years 1 & 2, Northern Medical Program (NMP), you are responsible for providing a wide range of administrative and clerical support to the Curriculum and Assessment Team in Years 1 & 2 and the Patient Programs Team.

#### **Responsibilities**

Located primarily at the University of Northern British Columbia (UNBC) within a shared office space, with intermittent placement at the University Hospital of Northern British Columbia (UHNBC) to support curriculum/assessment delivery as required. Responsibilities include a broad range of administrative and clerical functions that support the current and evolving needs of the Northern Medical Program, contributing to the development of efficiencies and student service. The Administrative Assistant will maintain, and as necessary, adapt and improve a system of administrative support for the efficient and professional functioning of the NMP with a focus on curriculum and assessment delivery and administrative support for Patient Programs as needed. This position provides UHNBC room booking support in coordination with the NMP Clinical Administrative Assistant, Years 3 & 4.

Specific duties include but are not limited to:

- Providing professional responses and advice to inquiries from UNBC staff and faculty, physicians, students, University of British Columbia (UBC) counterparts, the public, other internal and external contacts. In addition to a thorough and current understanding of the northern delivery of UBC programs, the Assistant will be expected to acquire and demonstrate a level of institutional awareness of UNBC and the UBC Faculty of Medicine as it relates to the NMP and their applicable policies and procedures;
- Assisting in the creation and distribution of student schedules;
- Assisting in the preparation and distribution of curriculum related documentation as required;
- Assisting with exam preparation and invigilation at UNBC and UHNBC;
- Assisting with the scheduling and greeting of preceptors and guests for a wide variety of learning activities;
- Setting up and taking down teaching sessions, occurring in varying locations at UNBC and UHNBC. This will, at times, be physically demanding and require extended hours;
- Occasional travel between UNBC and UHNBC as required for curriculum delivery;
- Assisting in the maintenance of contact databases;
- Booking appointments, scheduling meetings and assisting with room bookings; providing associated logistical support (order catering, liaising with the Digital Solutions Team to meet audio-visual requirements, etc.) as well as taking minutes if required;
- Coordinating arrangements for travel and accommodation and processing related travel claims;
- Assisting in tracking and monitoring program budgets, maintaining financial records and spreadsheets, producing reports as needed;
- Assisting in recruitment, scheduling and payment of physicians, other teachers and guest participants within the medical program;

- Entering information into the Teaching, Tracking, and Payment System (TTPS) and Excel spreadsheets as needed to process and track invoices for payment;
- Assisting with entering Teacher Assessment information into spreadsheets for all program areas;
- Managing the First Patient Program inbox, directing inquiries to appropriate staff as needed;
- Providing back-up and primary UHNBC Room Booking support as needed;
- Assisting with monitoring the absence inbox, liaising with faculty for approval and tracking student absences as required;
- Organizing regular workshops and special events including: scheduling, guest lists, invitations, venue and catering;
- Providing administrative support to the Manager and team as required to deliver the program; and
- Providing coverage for Year 1 & 2 Program Administrators and/or Administrative Assistants within the NMP as required.

## Qualifications

**Education:** The successful candidate must possess a one-year certificate in office or business administration.

**Experience:** A minimum of three years of related experience, preferably in an academic setting and/or medical environment is required.

**Knowledge:** Proficiency in the use of word processing, spreadsheet, presentation, and communication software and databases (i.e. MS Word, Excel, PowerPoint, Outlook, Zoom, Teams, and SharePoint) is required and familiarity with university structures, policies and procedures, and student information systems would be considered an asset.

**Skills:** Exceptional interpersonal and communication skills are needed and organizational skills such as time management and the ability to prioritize tasks are crucial. A service orientation and the use of diplomacy are needed.

**Abilities:** Being resourceful, adaptable, and flexible in using good judgement to anticipate and solve problems is essential, as is the ability to demonstrate initiative, professionalism, and confidentiality.

**Competencies:** This position requires a high level of attention to detail, with a need for precision as part of the day-to-day work of supporting the Year 1 and 2 curriculum and assessment and patient programs teams, who depend on this position for accuracy.

The successful candidate must demonstrate professionalism when working in a medical environment as they will handle medical curriculum delivery material which includes sensitive subject matter and/or materials, e.g. raw pigs' feet.

An equivalent combination of education and experience will be considered.

## Salary

This position has been classified at a Grade 6. The annual salary range for this position is \$58,858.80 to \$61,279.40 and the normal starting salary will be \$58,858.80.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>  
<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:00am – 4:00pm Monday through Friday, with flexibility to accommodate curriculum and assessment delivery that may occasionally require adjusted work hours at UNBC or UHNBC.

## **Our Commitment to Diversity and Employment Equity**

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated 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 status as a First Nation, Metis, Inuit, or Indigenous person.

## **About the Community**

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.



## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [employee wellbeing@unbc.ca](mailto:employee wellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

**Internal applicants from CUPE Local 3799 will be given priority consideration.**

Please forward your resume, cover letter, and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #25-096CU in the subject line to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Applications will be accepted until 4:30 PM on October 10, 2025.**

