

Posting #25-099CU

Administrative Coordinator Athletics and Recreation Term, Full-time (November 2025 to December 2026)

Purpose

Reporting to the Director of Athletics, the Administrative Coordinator, Athletics and Recreation supports a large volume of administrative responsibilities, strategy and event planning, and maintains and adapts a system of administrative support for the efficient and professional functioning of the Athletics Department. This position works with many departments and groups (both internal and external), representing both the University of Northern British Columbia (UNBC) and the Department of Athletics and Recreation, all while maintaining a high level of professionalism.

Responsibilities

A broad range of administrative and clerical functions that support the current and evolving needs of the Athletics & Recreation Department contributing to the work and efficiencies related to students, staff support, and administrative support for the Director. Duties include, and are not limited to:

- Providing professional and courteous responses and advice to inquiries from the public, students, faculty, and other internal and external contacts;
- Making appropriate referrals to ensure inquiries are adequately addressed;
- Coordinating the administration and delivery of athlete orientations and other appropriate athletic seminars;
- Providing dedicated administrative and professional support to the Director and other members of the department;
- Handling and distributing both electronic and hard copy mail, with follow up as necessary;
- Maintaining both electronic and hard copy filing systems, records and databases, and producing spreadsheets and reports as requested;
- Proofreading, editing, and formatting a range of correspondence and written materials: may include authoring general correspondence, brochures, handbooks, web content or other departmental materials for review or approval by the Director;
- Coordinating and supporting regular and special meetings, and committees, including room bookings, preparation of agendas, possibly including attendance for input and/or record keeping, and follow up on subsequent proceedings;
- Coordinating and supporting special varsity academic events and annual fundraising events;
- Collaborating with the President and Vice President's offices for scheduling and arrangement of specific details pertaining to the events;
- Providing guidance, orientation, and training to others, with possible participation in recruitment, functional supervision, scheduling, and reviewing of other support staff;

- Administering evaluations or client surveys designed to solicit feedback on programs, services, conferences, or events, as requested.
- Tracking and monitoring program budgets, maintaining financial records and spreadsheets, producing reports, possibly providing input during budget cycles;
- Preparing financial and human resources documents as required;
- Ensuring the maintenance and distribution of adequate office supplies and the proper functioning of all office equipment;
- Coordinating all travel arrangements for department members and student athletes, including, but not limited to, airfare, accommodations, and meals;
- Leading departmental projects and training, including the coordination of the Peer Tutor program;
- Preparing purchasing card reconciliation for submission to finance;
- Effectively problem solving and making sound decisions as issues arise to ensure athletes get to and from competition sites across Western Canada;
- Completing compliance reports for Canada West and U SPORTS;
- Planning regular and special events; and
- Assisting staff of the department, and those working on behalf of the assigned department as reasonably requested.

Qualifications

The successful candidate must possess an undergraduate degree in a relevant field, together with a minimum of three years related experience, preferably in an academic environment including familiarity with university structures, policies and procedures. Experience with travel arrangement, event coordination, and knowledge of Canada West and U SPORTS is critical. An equivalent combination of education and experience will be considered.

Proficiency in word processing, spreadsheets, Drupal, database and email software is essential. The abilities to work with relational database interfaces, student information systems, and update web content will be considered assets. The ability to work independently and demonstrate initiative in a busy and sometimes stressful environment is critical, with the flexibility to assist where needed and work as an active team member. Outstanding interpersonal, time management, organizational, and communication skills with a proven ability to interact in a highly professional and confidential manner are crucial. Problem solving and exercising good judgment are integral to this position. An understanding of the department, or the ability to acquire and demonstrate a level of institutional awareness is necessary.

Salary

This position has been classified at a Grade 9. The annual salary range for this position is \$70,215.60 to \$73,127.60 and the normal starting salary will be \$70,215.60, pro-rated based on length of term.

UNBC offers excellent benefit packages, and employee training and development opportunities. For more details, please see:

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

Due to the nature of this position, weekend and evening work may be required. Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.



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. Any personal information provided will be maintained in confidence.



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

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #25-099CU 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
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 4:30PM on October 24, 2025.

