



*KPU offers all learners opportunities to achieve success in a diverse range of programs that blend theory and practice, critical understanding, and social and ethical awareness necessary for good citizenship and rewarding careers.*

#### **ADMINISTRATIVE ASSISTANT, FACULTIES OF ARTS – Competition Number 17-27R**

Kwantlen Polytechnic University seeks a highly motivated and organized Administrative Assistant to support the Faculty of Arts and designated departments within the Faculty. This is a full time, 35 hour per week term position. Reporting to the Administrative Coordinator, this position provides the opportunity to be challenged with a variety of responsibilities in a complex academic environment. The position works closely with department Chairs/Coordinators and faculty to provide administrative support for academic systems, cycles and processes for designated departments (Anthropology, Geography, Philosophy, and Sociology). This position will predominately be located on the Surrey campus.

Qualified candidates will have completed a four-year baccalaureate degree from a publically accredited post-secondary institution and at least three years recent related experience that demonstrates increasing levels of responsibility. Work experience in a post-secondary environment or in a highly complex administrative environment is an asset, as is experience providing basic troubleshooting support in a computer lab environment.

This role requires superior accuracy and attention to detail abilities particularly in editing documents and record-keeping. Exceptional time-management, problem solving and organizational skills are required to coordinate academic timetables and other cyclical processes and to meet multiple overlapping deadlines with frequent interruptions and changing demands. Exceptional interpersonal and communication skills, both written and oral, are essential, as well as a demonstrated ability to patiently and effectively deal with a diverse range of people in a pleasant and professional manner. Proven ability to handle confidential matters and materials with tact and discretion, work independently under minimal supervision, and adapt quickly to new technologies also required. Strong keyboarding and computer skills are also needed in this role.

Shortlisted candidates will be required to undergo administrative skills testing such as Microsoft Word, Excel, written communication, quantitative skills, and typing.

Starting salary for this position is approximately \$43,000 per year plus an attractive benefits package.

Please forward your resume, including photocopies of post-secondary transcripts, **quoting competition number 17-27R by March 16, 2017** to: [employ@kpu.ca](mailto:employ@kpu.ca).

*All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.*