

Yukon University  
Statement of Qualifications  
**Administrative Officer - SOVA**

Department: Applied Arts  
Position Title: Administrative Officer, School of Visual Arts (SOVA)  
Location: Dawson City | Yuhkè Zho  
Date: June 2024

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Essential Qualifications (assessed in the screening process)

Education and Training:

- Bachelor's degree, office administration certification/ diploma, or a related discipline or combination of related post-secondary education/professional designation and experience.

Demonstrated Abilities:

- Considerable experience providing related administrative support.
- Comprehensive experience in minute-taking
- Advanced computer application skills (Excel, Word, databases). Demonstrated bookkeeping and record-keeping experience.
- Experience working in a customer service-focused environment.

Equivalency:

- Candidates with an acceptable combination of experience (as noted above) and education may also be considered.
- Visual Arts background would be an asset
- Knowledge of/and previous experience within the Yukon Arts community.

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Rated Qualifications (factors assessed through interview, etc.)

Knowledge:

- K.1 Of administrative and financial procedures and practices
- K.2 Of bookkeeping practices and understanding of budget coding
- K.3 Of records management
- K.4 Of purchasing procedures
- K.5 Of new technologies

- K.6 Of Northern communities and First Nations cultures and issues
- K.7 Knowledge of the School of Visual Arts.
- K.8 Knowledge of anti-racist and decolonial frameworks and strategies
- K.9 Knowledge of Tr'ondëk Hwëch'in Territory and Governance

**Abilities:**

- A.1 To provide a range of administrative and financial support services
- A.2 To utilize various computer software (Word, Excel, Financial Database, etc.)
- A.3 To coordinate/organize appointments, meetings, and special events
- A.4 To take minutes and prepare agendas
- A.5 To maintain confidential information
- A.6 To reconcile and balance financial transactions
- A.7 To analyze and solve problems systematically
- A.8 To deal with constant interruptions, regular critical deadlines, and students or staff under work-related stress.
- A.9 To respond effectively to emergencies or crises

**Personal Suitability:**

- PS.1 Commitment to providing quality service through initiative, creativity, flexibility, and adaptability to changing demands.
- PS.2 Excellent teamwork skills and commitment to building partnerships to deliver effective research services.
- PS.3. Strong communication skills, both orally and in writing.
- PS.4. Effective interpersonal skills, particularly in a multicultural.
- PS.5. To resolve conflicts and problem-solve effective and innovative solutions.
- PS.6 To provide exceptional customer service, assess situations quickly, and assist students/clients appropriately.
- PS.7. Sensitivity to diverse groups and equity issues. PS.8 Excellent attention to detail.