

Yukon University
Statement of Qualifications
Administrative Assistant

Department: School of Business and Leadership
Position Title: Administrative Assistant
Location: Whitehorse, YT (Ayamdigut Campus)
Date: March 2022

Essential Qualifications (assessed in screening process)

Education and Training Certification in Office or Business Administration. Communications or related post-secondary

Demonstrated Abilities Considerable experience providing related administrative support
Familiar with new technologies and Banner/FAST software
Bookkeeping and record keeping experience
Experience in the preparation of minutes, agendas, and varied communications
Advanced computer application skills (such as Excel, Word, databases)
Experience working in a student service environment, with experience collaborating on student initiatives.
Experience working in a multi-tasking environment

Equivalency: Candidates with an acceptable combination of experience (as noted above) and education may also be considered.

Rated Qualifications (factors assessed through interview, etc.)

Knowledge of:

- K.1 Office administrative and financial, procedures and practices
- K.2 Basic bookkeeping practices and understanding of budget coding
- K.3 Banner/FAST software specific to the division needs
- K.4 Current business/student communication practices
- K.5 New technologies and Microsoft Office
- K.5 Purchasing procedures

Able to:

- A.1 Provide a range of administrative and financial support services
- A.2 Utilize a variety of computer software (Word, Excel, Financial Database, etc.)
- A.3 Coordinate/organize appointments, meetings, special events, and other activities
- A.4 Take minutes, prepare agendas and other communications
- A.5 Maintain confidential information
- A.6 Reconcile and balance financial transactions
- A.7 Analyse and solve problems systematically
- A.8 Use various social media applications
- A.9 Deal with constant interruptions, regular critical deadlines and students or staff under work related stress
- A.10 Respond effectively to student emergencies or crisis situations

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 for the delivery of effective student-focused services
- PS.3 Strong communication skills, both orally and in writing and produce professional correspondence.
- PS.4 Effective interpersonal skills, particularly in a multi-cultural environment
- PS.5 To resolve conflicts and problem solve effective solutions
- PS.6 To provide exceptional customer service and assess situations quickly and assist students/clients appropriately
- PS.7 Commitment to supporting inclusion in the workplace as it strives for increased diverse excellence