

Yukon University
Statement of Qualifications
Administrative Assistant

Position Title: Administrative Assistant
Location: Whitehorse, YT (Ayamdigut Campus)
Date: January 2024

Essential Qualifications (assessed in screening process)

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

Demonstrated Abilities Experience providing administrative support
Familiarity with data systems and advanced computer applications
Demonstrated bookkeeping and record keeping skills
Experience in the preparation of minutes, agendas, and communications
Working in a primarily in-person, front facing customer service 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
- K.2 Basic bookkeeping practices and understanding of budget coding
- K.3 Current business communication practices
- K.4 Microsoft Office applications
- 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 Resolve conflict and engage in proactive discussions
- A.8 Work in busy front-line environment
- A.9 Respond effectively to student emergencies or crisis situations
- A.10 Provide exceptional customer service and assess situations quickly

Personal Suitability:

- PS.1 Commitment to providing quality service
- PS.2 Enjoy working with a team
- PS.4 Organized
- PS.5 Interest in working with students and post-secondary institution
- PS.6 Apply flexible thinking to a changing environment
- PS.7 Commitment to equity, diversity, inclusion and the promotion of a respectful and collegial learning and working environment