

Yukon University
Statement of Qualifications
Administrative Assistant, YukonU Research Centre

Location: YukonU Research Centre
Date: November 2021

Essential Qualifications (assessed in screening process)

<u>Education and Training</u>	Diploma, degree or comparable credential in office administration or similar field
<u>Demonstrated Abilities</u>	Experience providing related administrative support Advanced computer application skills (Excel, Word, databases, online file sharing) Demonstrated bookkeeping and record keeping experience Experience working in a customer service focused environment
<u>Equivalency:</u>	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:

1. Administrative and financial, procedures and practices
2. Bookkeeping practices
3. Records management
4. Purchasing procedures
5. Digital tools to support efficiency

Ability to:

1. Provide a range of administrative and financial support services
2. Utilize a variety of computer software (Word, Excel, financial management software, online file sharing software, etc.)
3. Coordinate and organize appointments, meetings and special events
4. Take minutes and prepare agendas
5. Maintain confidential information
6. Reconcile and balance financial transactions
7. Analyse and solve problems systematically
8. Use various social media applications
9. Deal with constant interruptions, regular critical deadlines and students or staff under work-related stress

Personal Suitability:

1. Commitment to providing quality service through initiative, creativity, flexibility, and adaptability to changing demands
 2. Excellent teamwork skills and commitment to building partnerships for the delivery of effective research services
 3. Strong communication skills, both orally and in writing
 4. Effective interpersonal skills
 5. Ability to problem solve effective and innovative solutions
 6. Ability to provide exceptional customer service, assess situations quickly, and assist clients appropriately
 7. Sensitivity to diverse groups and equity, diversity and equality considerations
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