

Yukon University
Statement of Qualifications
Administrative Assistant

Department: Centre for Northern Innovation in Mining
Position Title: Administrative Assistant CNIM
Location: Whitehorse
Date: June 2025

Essential Qualifications (assessed in screening process)

<u>Education and Training</u>	Certification in office or business administration, or equivalent
<u>Demonstrated Abilities</u>	Related administrative experience with a focus on serving clients through Yukon communities Familiar with new technologies and Banner software Bookkeeping and record-keeping experience Experience overseeing funding agreements that support client training and/or employment Experience providing administrative support to career coaches Experience in the preparation of minutes and agenda Advanced computer application skills (such as Excel, Word, databases) Experience working in a customer service-focused environment.

Rated Qualifications (factors assessed through interview, etc.)

Knowledge of:

1. Office administrative and financial procedures and practices
2. Basic bookkeeping practices
3. Banner software specific to their areas needs
4. Current business communication practices
5. New technologies and Microsoft Office

Able to:

1. Communicate effectively both orally and in writing.
2. Work within a diverse and busy team
3. Work independently and under pressure
4. Analyze and solve problems systematically
5. Plan and organize activities
6. Provide a broad range of administrative, secretarial, and financial support services
7. Utilize a variety of computer software (Word, Excel, Financial Database, etc.)
8. Maintain confidential information
9. Reconcile and balance financial transactions accurately
10. Deal with constant interruptions, regular critical deadlines, and students or staff under work-related stress
11. Provide administrative/reception support and assist with the preparation of training programs and training materials.

Personal Suitability:

1. Commitment to providing quality service through initiative, creativity, flexibility, teamwork and adaptability to changing demands
2. Strong communication skills, both orally and in writing and produce professional correspondence.
3. Effective interpersonal skills, particularly in a multi-cultural environment
4. To resolve conflicts and problem solve effective solutions
5. To provide exceptional customer service and assess situations quickly and assist students/clients appropriately