

Menno Simons College invites applications for:

**Administrative Assistant** – salaried .8 FTE (30 hours per week)

The MSC Administrative Office Assistant responds to student inquiries, completes general office administrative duties, handles correspondence and is often the first point of contact for many students and the public. This position is responsible for handling a wide variety of inquiries and providing accurate information about the college. This person reports to the Administrative Coordinator and supports the MSC Dean as required.

**Responsibilities:**

**Administrative and Office Support**

- Provide pleasant and efficient front desk and telephone reception by answering general inquiries and providing appropriate referrals within MSC, CMU, and UW
- Handle incoming and outgoing mail
- Assist in assembling data for reports
- Make room bookings for college functions
- Maintain college directory and e-mail distribution lists for MSC, CMU and U of W
- Monitor and order office supplies
- Monitor automated office equipment, contact service personnel as necessary
- Provide assistance in planning and staffing special events
- Process requisitions for honoraria, faculty expenses, travel claims, other accounts payable and CMU cheque deposits
- Process and track key requisitions and returns
- Assist in editing and revising the Academic Calendar

**Faculty/Personnel Support**

- Assist with formatting of final exams and the review of syllabi for required information
- Submit acquisition orders to UW Library and process textbook orders through the UW bookstore
- Coordinate bookings of college equipment and provide basic AV classroom support
- Process requests for email, print and network access

**Peace Research Journal Support**

- Maintain subscription database and website information
- Process and receive subscription invoices and payments and liaise with subscribers
- Prepare journal for mailing

**Qualifications:**

- Strong understanding of Menno Simons College and its mission
- Capacity to work collaboratively, with strong interpersonal and organizational skills
- Strong verbal and written communications skills
- Ability to establish and maintain effective and professional working relationships with faculty, staff, and students
- Proficient in the use of computer software and database programs
- Strong organizational and multi-tasking skills with high attention to detail
- Self-initiating and able to work with minimal supervision
- An undergraduate degree and university work experience would be an asset

Inquiries should be directed to Dianna Robson, Director of Human Resources at 204-594-0532. Applications will be reviewed upon receipt and will be accepted until this position is filled. Applicants should send a resume and cover letter along with the names of three references, in confidence to:

[hrdirector@cmu.ca](mailto:hrdirector@cmu.ca)

or

Director of Human Resources  
Canadian Mennonite University  
500 Shaftesbury Blvd.  
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