

Yukon University
Statement of Qualifications

Department: Office of the Registrar
Position Title: Scheduling Administrative Assistant
Ayamdigut Campus

Essential Qualifications (assessed in screening process)

Education and Training A Certificate or Diploma in Business Administration or Administration course work or equivalent, or relevant equivalent work experience

Demonstrated Abilities Ability to provide exceptional customer service, assess situations quickly and assist clients and students;
Excellent organizational and administrative skills;
Strong ability to analyse and solve problems systemically;
Working experience with various computer software such scheduling software and Microsoft Office suite;
Effective and excellent interpersonal and communication skills.

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

Rated Qualifications (factors assessed through interview, etc.)

Knowledge of:

1. Facilities booking and scheduling practices and event organization.
2. Applicable administrative and financial procedures, policies and practices.
3. Related computerized software systems.
4. Working knowledge of how a post-secondary institute functions.

Ability to:

1. Assess situations/needs quickly and act professionally in these situations by assisting or directing students/clients to appropriate resources.
2. Establish and maintain effective working relationships with staff, faculty, external user groups, and the general public.
3. Work proficiently with various computerized software systems such as Banner & scheduling software.
4. Handle details accurately and consistently while under pressure.
5. Effectively and clearly communicate with internal and external stakeholders, primarily through email.
6. Ensure contracts are accurate and signed accordingly.
7. Maintain master spreadsheet per semester bookings.
8. Analyze and solve problems systematically.
9. Take direction from various sources.
10. Deal with constant interruptions, prioritize and meet regular critical deadlines.
11. Work independently under pressure with constant interruptions.
12. Promote and market Yukon University's facilities, including updating website.
13. Develop and maintain organizational systems.
14. Maintain confidentiality.

Personal Suitability:

1. Excellent written and verbal communication skills
2. Strong organizational skills and attention to detail.
3. Creative with strong analytical and problem-solving skills.
4. Proactive, flexible, adaptable and able to work independently.
5. Collaborative and a strong team player.
6. Exceptional customer service skills.
7. Effective interpersonal skills, particularly in a multi-cultural context.