

Office of Aboriginal Affairs

ADMINISTRATIVE STAFF SPECIALIST I

(One year contractual position)

The University will consider applications from qualified permanent staff who may be interested in a secondment, subject to departmental approval.

DUTIES

Reporting to the Special Advisor for Aboriginal Affairs, the successful applicant will perform administrative duties including organizing and maintaining files and databases; assisting in the identification and retrieval of relevant resources and publications; arranging the Special Advisor's schedule; compiling information on possible contacts, reports from other universities, and initiatives of others; making travel arrangements; responding to inquires promptly and appropriately; composing, typing, and formatting correspondence, reports; and performing other related duties as required.

QUALIFICATIONS

Considerable experience (1-3 years) in administrative work; graduation from high school supplemented by university level courses in business administration or related field; or any equivalent combination of experience and training. Excellent computer application skills including Microsoft Office Suite are required. Familiarity with the Aboriginal peoples of Newfoundland and Labrador, their cultures, organizations, and the province's geography; experience living in Aboriginal communities and/or working for Aboriginal organizations would be considered an asset.

SALARY	\$37,353 - \$52,383 per annum (Non-Bargaining)
CLOSING DATE	September 30, 2017
COMPETITION NO.	VPB-17-02

To apply for this position, please click the **APPLY ONLINE** button at the bottom of this page. Applications must be received by **the end of the business day** on the competition closing date. You may drop off a paper application to the Department of Human Resources, 4th floor, Arts & Administration Building, Elizabeth Avenue, St. John's; or applications can be forwarded to Jill Purcell in Human Resources Client and Advisory Services by email pjill@mun.ca or by fax at 709-864-2700.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Memorial University is strongly committed to employment equity and especially welcomes applications from all qualified candidates, including women, members of visible minorities, Aboriginal persons, members of sexual minorities and persons with disabilities.

Please be advised that we are unable to provide updates on current competitions.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.