

***Indigenous Owned & Governed – Making a Difference – Living the Vision of our Ancestors
Land, Language, Ceremony Relationship – Treaty Protection Site***

Employment Opportunity

Position Title:	Administrative Assistant
Classification:	1 Year Term
Location:	Leadership & Governance Program, Trades Building, UnBQ
Reports Directly to:	Dean of Leadership & Governance, UnBQ
Reports Indirectly:	VP of Academics, UnBQ

The Administrative Assistant provides essential administrative support to the Dean of Leadership & Governance, and the staff within the Leadership & Management and University Transfer Programs at **University nuxelhot'ine thaa?ehots'ı nistameyimâkanak Blue Quills**. This role contributes to fostering an organized, collaborative, and welcoming learning environment that supports student success and effective delivery of program and administrative services. Aligning with the BQ philosophy, vision and mission statements.

The successful candidate will demonstrate a professional commitment to the values of the University and possess a philosophy that aligns with the **UnBQ** philosophy, vision, and mission statements.

Responsibilities:

- Answer, screen and direct phone calls, walk-in inquiries, and departmental emails in a professional and culturally sensitive manner.
- Reply to general information requests with the accurate information
- Respond to faxes, mail, general e-mails
- Draft, format, proofread, and distribute correspondence, memos, and reports.
- Manage calendars, schedule appointments, and coordinate planning for meetings, workshops, and special campus events.
- Attend appropriate meetings and take minutes
- Code and file material according to the established procedures
- Process routine financial paperwork, including purchase requisitions, expense claims, invoice tracking and cheque requisitions.
- Assist with student inquiries about the Leadership & Management Programs, track student attendance when requested.
- Assist in coordinating gatherings, ceremonies or committee meetings that involve Staff, Students, Elders and Visitors.

Qualifications

- Post-secondary education in Office Administration is considered an asset
- Minimum of 1 to 3 years of recent administrative support experience, ideally in post-secondary, educational, or non-profit/Indigenous organizational environment.
- Must be proficient in Microsoft Office applications (Teams)
- Excellent written and verbal communication skills

Posted: October 14, 2026

Closing Date: Until a suitable candidate is found

Please submit resumes to: Sheila Poitras, by email at: sheilap@bluequills.ca or by fax at: (780) 645-5215