

# Executive Administrator to the Board of Governors and President's Office

## Board Administration

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

*A preference hiring practice will be applied. Preference will be given to applicants who self-identify as members of the following equity-deserving group(s): women, Indigenous Peoples, person with disabilities, racialized persons, as well as persons of the 2SLGBTQIA+ community. Please self-identify in your application.*

An eligibility list may be created for similar casual, part-time, full-time, and term positions

## DUTIES

The Executive Administrator to the Board of Governors and President's Office functions in a professional support capacity working directly with the Board of Governors and the President & CEO.

The position manages the operations of the governing board of Red River College Polytechnic. This includes providing administrative, advisory, and logistical services to the Board of Governors of Red River College Polytechnic so that decision-making at the College's highest level is based on timely, accurate, and objective information, advice, interpretation, and application of policy.

The position also works as a Senior Strategic Advisor to the President & CEO, providing policy and initiative development, direction, and planning.

## REQUIRED QUALIFICATIONS

- Significant senior level experience working in a role that directly supports and advises a Board of Governors and executive team in a board office, general counsel office or corporation. Other combinations of experience may be considered
- Advanced knowledge regarding board governance and board management
- Excellent writing and editing skills, with experience drafting strategic documents, summarizing studies and broad findings, reports and briefing materials at a senior level
- Advanced understanding of policy analysis and development
- Strong organizational skills with the ability to perform and prioritize multiple tasks with excellent attention to detail
- Basic understanding of Law related to: the Board's corporate status; board by-laws; board and college policies; legislative authorities; and procurement / agreements
- Excellent interpersonal skills with the ability to foster positive working relationships both internally and externally
- Knowledge and understanding of principles and concepts in planning, analysis, market research, policy, change process and risk analysis
- Human resource skills related to dealing with concerns raised to the Board from employees or members of the public
- Strong communication, critical thinking, analytical and creative problem solving skills
- Understanding of organizational management and decision-making processes
- Experience in preparing and presenting strategic information to a variety of audiences
- Exemplifies the values and ethics of Red River College Polytechnic
- Ability to develop positive relationships with RRC Polytech Board members and employees, government officials, and others
- Ability to handle and exercise sound judgement in the use of sensitive or confidential information
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

## ASSETS

- Working knowledge of Diligent BoardBooks
- Experience in post-secondary education, public sector, or an organization of similar size and complexity
- Education or experience working in a legal setting

## CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

Red River College Polytechnic campuses are located on the original lands of Anishinaabe, Ininiwak, Anishininwak, Dakota, and Dene peoples, and on the homeland of the Red River Métis Nation.

## COMPETITION NUMBER

2023-013

## CLOSING DATE

February 23, 2023

## SALARY

\$78,660 - \$102,244 per annum

## POSITION LOCATION

Notre Dame Campus  
(Winnipeg, MB)

## POSITION TYPE

Full-Time Position Available

## APPLY ONLINE AT

[rrc.ca/careers](http://rrc.ca/careers)

RRC Polytech is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact [humanresources@rrc.ca](mailto:humanresources@rrc.ca).



RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit [rrc.ca/hr](http://rrc.ca/hr)