



Job Posting

Date Posted: **August 10, 2017**

Job Title: **Program Administrative Assistant / LINC**

Job Number: **1773**

Department: **Language Training & Literacy Programs**

Classification: **Regular Part Time - 12 hours**
(Tuesday to Thursday from 5:15 pm to 9:15 pm)

Salary Range: **Grid level 10, \$17.47 (step 1) - \$20.34 (step 4)**
(Starting wage is step 1 effective April 1, 2017)

Start Date: **September 5, 2017**

End Date: **March 31, 2018**

Reports to: **Manager of Language Programs**

The Administrative Program Assistant is responsible for all administrative duties related to the LINC program which has a student body of approximately 250 students. These duties primarily include maintenance of wait lists, student registration, record keeping, customer service and clerical duties. The administrative program assistant also supports the manager with budget management and maintenance of staff timesheet records.

The successful candidate will have excellent written and spoken English communication skills, and will enjoy working in a multicultural environment. They will possess post-secondary training or a certificate in Office Administration and have a minimum 2 years experience in an office environment. Excellent computer and Internet skills (advanced knowledge of MS Office, Excel, ICARE and other databases), and a typing speed of 50 wpm are required. Experience working in funded language programs and non-profits, familiarity with ICARE, and experience in data collection for reporting as well as proficiency in an additional language will be considered assets. You may be required to work from any of DIVERSEcity Community Resources Society's different locations. If you are interested in this position, please send a cover letter and current resume by **August 22, 2017 before 4 pm**, to:

Anne Yip, Program Admissions Supervisor of Language Programs
DIVERSEcity Community Resources Society
#13455 76 Avenue, Surrey, BC V3W 2W3

E-mail: ayip@dcrs.ca

(Please indicate the position for which you are applying in the subject line of your email)

Website: www.dcrs.ca

No phone calls please.

Please note that only shortlisted candidates will be contacted.
A Criminal Record Check is a requirement of Employment.

DIVERSEcity is an equal opportunity employer. This posting is open to male and female applicants and requires Union membership.