



JOB POSTING

Date: September 10, 2021

Competition: #21-54A

PROGRAM ASSISTANT, CENTRE FOR PROFESSIONAL HEALTH EDUCATION

Regular, Part-time (80% FTE)

We invite applications for the regular part-time role of Program Assistant, Centre for Professional Health Education in the Health Sciences Division. Reporting to the Program Director, this position is based at our New Westminster campus.

Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers and make a difference every day.

Summary:

Are you detail and service-oriented, and interested in post-secondary education and public safety? If you are, this position may be a great fit for you. The primary role of this position in the Centre for Professional Health Education in the Health Sciences Division is to provide clerical and administrative support to facilitate the delivery of contract and fee-for-service training offerings at JIBC campuses and other delivery locations. You will provide primary support to the delivery of contract training courses and activities for the Search and Rescue (SAR) Technician Medical Training Program and the Annual Skills Maintenance (ASM) Training, with additional support for delivery of short continuing education and other contract courses, as might be required and assigned from time to time.

Qualifications & Requirements:

- Secondary school graduation or equivalent plus three (3) years of related office experience; or an acceptable equivalent combination of education, training and experience;
- Knowledge and proficiency of Blackboard Learning Management, Adobe Software, MS Access and Colleague is a definite asset.

Hours of Work:

28 hours per week ideally scheduled over a minimum of 4 days/week (exact schedule to be negotiated prior to hire).

We offer a total compensation package that includes Extended Health and Dental Benefits after six months. In addition, for this 80% FTE part-time role, we offer 12 vacation days annually (pro-rated in first year), as well as generous other leave entitlements.

For more details and information on how to apply, please visit the detailed job posting:

<https://www.jibc.ca/sites/default/files/2021-09/21-54A-Program-Assistant-CPHE-HSD-Website-PT-Regular.pdf>