



Date: August 3, 2023

Competition: # 23-66A

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

Position: Program Assistant, Family and Youth Justice (Position #1000211)

Division: Corrections & Court Services

Reporting To: Program Manager, Corrections & Court Services Division

Justice Institute of British Columbia:

The Justice Institute of British Columbia (JIBC) is a public, post-secondary institution that provides education and training to those who'll be there to support British Columbians and others around the world, when a life is at stake or when health, safety or property is in jeopardy. Work for JIBC and be a part of the big picture – supporting justice and public safety professionals at all stages of their careers in fields including law enforcement, firefighting, paramedicine, security and emergency management.

As a JIBC employee you'll play a role in our educational programming, which also includes complementary and related areas of study – from conflict resolution, mediation, leadership and counselling, to cybersecurity, business intelligence, and tactical criminal analysis – as well as applied research in the justice and public safety fields. Join our team and help us prepare JIBC graduates to contribute to safer communities and a more just society.

Position Summary:

The primary role of the Program Assistant is to provide a variety of office administrative, clerical and financial support services for the delivery of courses within CCSD. The role primarily supports CCSD's external contracts and tuition-based courses through co-ordination with the Program Manager and other internal and external stakeholders.

Primary Responsibilities:

- Liaising with internal and external contacts, including JIBC staff, contractors, faculty and Ministry staff with respect to registering of students and the development and delivery of programs and courses;
- Setting up courses in Colleague and maintaining student records;
- Preparing course set up, including preparing and maintaining course materials for face to face and online delivery;
- Organizing the packing and shipping of materials to off-site locations;
- Drafting routine correspondence and reports;
- Performing a variety of duties related to scheduling of courses, including: course scheduling; course enrollment, course evaluation, room booking and travel arrangements;
- Responding to inquiries from a variety of sources by MS Teams, email, mail and in person;
- Maintaining a variety of records, databases and files;
- Providing financial support such as coding of invoices;
- Providing back-up & support for other divisional program assistants.

- Performing other related duties, as required.

Qualifications & Requirements:

- Secondary school graduation plus three (3) years related office experience, or an acceptable equivalent combination of education, training and experience;
- Proficiency in the operation of word processing, spreadsheet and database software (Microsoft Office) and Internet Explorer;
- Knowledge of a student information system (i.e., Colleague), survey tools (i.e., Qualtrics), learning management systems (i.e., Blackboard) and Adobe Software are an asset;
- Excellent interpersonal skills;
- Demonstrated ability to manage workflow and work well in a team environment;
- Proven ability to work effectively and independently;
- Well-developed verbal communication and writing skills;
- Ability to prioritize work meeting prescribed deadlines;
- Ability to process work with a high degree of accuracy and comprehend instructions;
- Strong attention to detail;
- Ability to liaise effectively with a wide variety of internal and external contacts;
- Ability to lift boxed course materials and equipment (up to 25lbs).

We offer a total compensation package that includes Extended Health and Dental Benefits, and enrollment in the Municipal Pension Plan after six months. In addition, we offer 15 vacation days annually (pro-rated in first year), as well as generous other leave entitlements.

Salary Range: \$1,879.50 to \$2,006.90 bi-weekly (BCGEU Position – Grid 9)
Position is currently eligible for Service Improvement Allocation of \$41.65

Posting Date: August 3, 2023

Closing Date: August 11, 2023

Please feel free to contact Paula Nemec (pnemec@jibc.ca) for more information about this position.

Please submit a resume/CV, cover letter and copies of academic credentials, quoting Competition #23-66A via email to hr@jibc.ca.

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



LEARNING THAT TAKES YOU BEYOND

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