



*The Manitoba Institute of Trades and Technology (MITT) offers post-secondary certificates and diplomas alongside comprehensive, integrated secondary programming, all directly linked to current labour market needs. MITT gives students a competitive edge by providing the latest technology and training for careers in the areas of Health Care and Human Services, Information and Business Technology, and Skilled Trades.*

## **Administrative Assistant, REDI Program 1 Year Term Position, 35 hours/week**

Responsible for the management and efficient performance of all operations related to the creation and maintenance of all Refugee Employment Development Initiative (REDI) client data and ensuring entry into the required client data management systems, in accordance with MITT policies and Provincial legislation and regulations; providing frontline assistance to REDI/ESL clients; responding to telephone and email inquiries; and providing administrative support to the REDI program staff.

### **Responsibilities include but are not limited to:**

- Register REDI/ESL students, maintain the electronic copies of student records, and exit students from the program.
- Take direction from and provide feedback to the ESL Manager and Registrar regarding issues related to REDI/ESL student records as required.
- Telephone and send letters offering seats to potential REDI/ESL students.
- Telephone new students before the start of each session.
- Provide support and assistance to REDI/ESL staff regarding the Student Records System.
- Provide assistance to the REDI Program Coordinator to create classes at the start of each cohort.
- Responsible for student attendance entry into the CAMS, SPRS and iCARE student records systems.
- Process incoming referrals from the Winnipeg English Language Assessment and Referral Centre (WELARC) and Immigrant Centre in consultation with the REDI Program Coordinator.
- Maintain and prioritize ongoing waitlists, providing information as required.
- Provide current Waitlist, Enrollment Reports and other reports as required. Reports are forwarded to the ESL Manager or REDI Coordinator, and then distributed to specific agencies (e.g. IRCC and Provincial Project Officers, WELARC)
- Provide documentation for student requests (confirmation of enrolment) for student and outside agencies
- Take photos of current students and issue student cards
- Sell bus passes and selected resources to current students
- Maintain cash float and ensures all daily incoming funds go to the Accounting Department at Fultz Campus
- Sort, distribute and post incoming and outgoing mail
- Order office and ESL school supplies as required
- Receive, distribute and send courier deliveries
- Provides reception and word processing services
- Responsible for faxing weekly attendance, CLB and exit reports to sponsoring agencies
- Provides information regarding Manitoba Institute of Trades and Technology REDI/ESL programs and services to the current students and general public

### **Qualifications and Experience**

- Grade 12
- 40 wpm typing
- Excellent computer and word processing skills
- Capable of multi-tasking
- Previous experience working in ESL

### **Application deadline: May 21, 2018**

Please submit a cover letter and resume to Human Resources at [HR@mitt.ca](mailto:HR@mitt.ca). Quote **2017-051** in the email subject line.

***We are growing, come grow with us.***

***MITT offers a challenging, team-oriented work environment, competitive income and benefits, and opportunities for professional and personal growth and development.***

*MITT is committed to an employment equity practice that achieves a workforce reflective of the community at large. Applicants are encouraged to self-declare. This position requires the successful completion of a Criminal Record check including vulnerable sector.*

*We thank all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.*