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NUNAVUT  
ARCTIC  
COLLEGE

### **Priority Hiring**

*The Government of Nunavut is committed to creating a more representative workforce so it can better understand and serve the needs of Nunavummiut. Priority will be given to Nunavut Inuit.*

## **ADMINISTRATIVE ASSISTANT, EARLY CHILDHOOD EDUCATION PROGRAMS**

**Indeterminate, but if there is no successful Nunavut Inuit applicant the position will be offered as a 1 year term**

Salary range of \$62,556 to \$71,000 per annum  
Nunavut Northern Allowance: \$15,016 per annum

**Competition #: 051-250817-AECE-13974**

**Closing Date: August 25, 2017 midnight CST**

Full job descriptions can be found online at:

**<http://www.arcticcollege.ca>**

or **<http://www.gov.nu.ca>**

**\*Please include the competition number on your application.**

### **Submit applications to:**

Staffing and HR Consultant

Nunavut Arctic College

P.O. Box 990, Rankin Inlet, NU X0C 0G0

Tel: 867-645-4170 Ext. 5515 Fax: 867-645-2387

E-mail: [hrwest@arcticcollege.ca](mailto:hrwest@arcticcollege.ca)

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- Candidates must clearly identify their eligibility in order to receive priority consideration under the Nunavut Priority Hiring Policy.*
  - Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.*
    - Eligibility list may be created to fill future vacancies.*
  - Job descriptions may be obtained by fax, email or on the website.*
  - Only those candidates selected for an interview will be contacted.*