



RRC
POLYTECH

Administrative Assistant with RRC Polytech and WSD

Information Session

November 13, 2025

2:00 pm and 6:00 pm

R.B. Russell Vocational High School



RRC Polytech campuses are located on the lands of Anishinaabeg, Ininiwak, Anishininwak, Dakota Oyate and Denésuline, and the National Homeland of the Red River Métis.

We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.

Agenda



Introductions



Welcome Note



Program Details



Admission Requirements



Guest Speakers: Dawn Gregory, Xuan Tran, Claire Campbell



Q&A

Introductions

Sylvia Martin – Divisional Principal, Career Lab, WSD

Denis Cordella – Chair, CE Applied Administration and Leadership, RRC Polytech

Emmanuel Abba – BDM, Corporate Solutions, RRC Polytech

Mirasol De Leon – Project Coordinator, Corporate Solutions, RRC Polytech

Maria Paba Castillo – Project Coordinator, Corporate Solutions, RRC Polytech

Welcome Note

Sylvia Martin

Divisional Principal, Career Lab, R.B. Russell Vocational High School

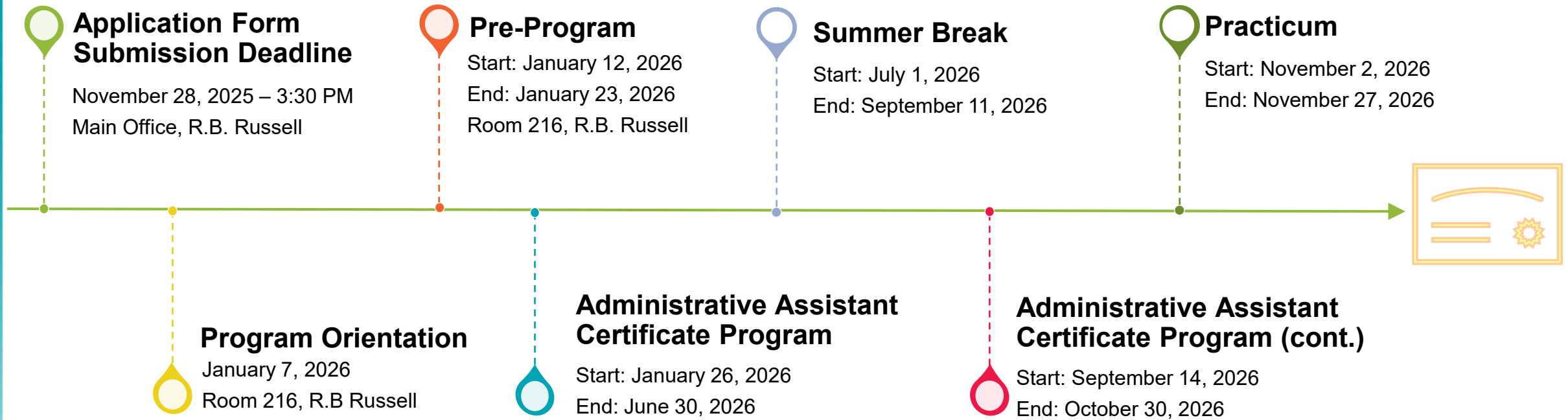
Program Details

Administrative Assistant Certificate Program

Denis Cordella

Chair, CE Applied Administration and Leadership, RRC Polytech

Program Details



Administrative Assistant Program



Class

Winter: January 26 – June 30, 2026

Summer Break: July 1 – September 11, 2026

Fall: September 14 – October 30, 2026

Days: Monday – Friday

Time: 9:00 AM to 1:30 PM

Location: Room 216, R.B. Russell School



Practicum

November 2 - 27, 2026

Details will be provided later

Admission Requirements



Grade 12 or mature student



English Language Requirements (ELRs)



Priority will be given to people who live within the Winnipeg School Division area



Must be legally entitled to work in Canada

Guest Speakers

Dawn Gregory, Xuan Tran, Claire Campbell

Any questions?

Interested to join?

Kindly submit your application form to **rbrussell@wsd1.org**
or drop it at the **R.B. Russell Main Office** on or before
November 28, 2025, at 3:30 PM.

For inquiries, contact the school at **204-589-5301.**