



## INTERNAL ONLY

**Classification:** Office, Level 4  
**Location:** Meadow Lake Campus

**Title:** Programs, Administrative Assistant  
**Competition #:** 96-ML-2223

**Date Posted:** June 6, 2023  
**Start Date:** ASAP  
Full-Time, Permanent

**Closing Date:** June 13, 2023 at noon  
**Salary Range:** As per the Collective Agreement

The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change. This is an in-scope position.

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### Main Responsibilities:

Reporting to the Manager of Student Services and the Meadow Lake Campus, the position is responsible for planning, organizing and delivering administrative services to support the north region.

- Provides general clerical support services to the Program Coordinators.
- Assists Program Coordinators with: entering program schedules in the Student Information System (SIS); organizing classroom facilities; preparing and publishing program information, reports and enrolment information, applications and contracts, presentation materials, program advertisements, and with reporting for partner agencies.
- Responds to general inquiries from students and the public regarding College programs and services, admissions and registration process and ensures privacy/security measures are followed related to requests to contact students.
- Assists Program Coordinators in the preparation of agreements for contracted training; invoices and collects payments; notifies of receipts and balances; of marks and attendance; and upon course completion, of pass/fail or grades.
- Obtains Grade 12 examination materials, establishes and maintains security of examination materials and compiles and records student examination results and teacher assessment marks.
- Processes and maintains applications, student files, student information, correspondence, registrations and withdrawals in the Student Information System (SIS).
- Responsible for data entry into Student Data System (SDS).
- Obtains student transcripts from provincial SDS and processes information for College record and file.
- Notifies participants of any course changes and updates the electronic sign when necessary.
- Prepares and processes purchase orders. This will often include research for materials or supplier.
- Creates and maintains student and program filing systems, both electronic and hard copy
- Provides general clerical support services to instructors.
- Establishes and maintains student record of participation in the Provincial Training Allowance (PTA) program. Assists students in amending PTA applications. Processes PTA forms for submission to the Ministry.
- Provides back up for the Administrative Support – Administration and Bookstore position by collecting and recording payments for tuition and sales of college bookstore items, administering cash outs and deposits. Provides back up for the Residence Clerk by collecting residents' rent and other payments.
- Organizes and maintains program supplies, books and course materials.
- Administers the facility booking system for rooms, audio-visual equipment and vehicles.
- Other duties as assigned.

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### Qualifications, Skills, Abilities and Experience:

- One-year post-secondary certificate in office administration from a recognized post-secondary institution;
- Minimum of two years' experience in an office administrative support function.
- A combination of relevant education and experience may be considered.
- Knowledge of and demonstrated ability to operate standard office administration software and program applications including word processing, spreadsheets, presentations, e-mail and internet.
- Demonstrated working knowledge of database program applications and ability to establish, manipulate and prepare data.
- Knowledge of the use and routine maintenance of standard office equipment.

- Knowledge of and demonstrated ability to perform standard office administrative procedures including establishing and maintaining files, word processing, faxing, printing, photocopying, document creation and formatting, scheduling appointments and organizing meetings and calendars.
- Demonstrated advanced level ability to accurately, timely and concisely compose, record, proofread and/or edit a variety of written materials using correct spelling, grammar and punctuation.
- Ability to pay attention to detail and accuracy in their work.
- Ability to maintain confidentiality regarding information of the organization.
- Ability to identify discrepancies in numerical data to ensure accuracy.
- Demonstrated advanced level listening skills and ability to ask clear concise questions to obtain relevant information and respond to inquiries from clients while maintaining confidences and relaying accurate messages to appropriate persons.
- Ability to problem-solve efficiently while serving clients.
- Ability to work co-operatively with others and exercise courtesy and tact and to provide an effective working relationship and environment for the effective and successful delivery of program operations.
- Ability to prepare and present information in a concise and complete manner which will allow others to understand and comprehend ideas, proposals, recommendations and decisions.
- Ability to work in a multi-cultural environment, recognize and respect diversity and individual dignity.
- Demonstrated advanced level ability to plan, organize, schedule, and prioritize their work and perform effectively taking into account frequent interruptions, conflicting and changing priorities and application of deadlines.
- Leadership ability to identify the need and initiate the development and modification of procedures to improve consistency, efficiency and effectiveness, and to ensure compliance.
- Ability to adapt and respond to various situations as they arise.
- Punctuality is essential due to the positional requirement of being available to the public
- Must be bondable.
- A satisfactory criminal records check is a condition of employment with North West College.

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If you are interested in this position with the College, **please complete an Application for Employment**. The application is located on the website at [www.northwestcollege.ca](http://www.northwestcollege.ca). Please provide a letter to Human Resources outlining how you meet the qualifications, skills, abilities and experience as identified in the posting.

**Submit Applications to:**  
 Human Resources  
 North West College  
 10702 Diefenbaker Drive  
 North Battleford SK S9A 4A8  
 Fax: 306.445.2254

**Please Quote Competition #96-ML-2223**

**NWC thanks all those who applied however only those selected for an interview will be contacted.**

Email: [nwrccareers@northwestcollege.ca](mailto:nwrccareers@northwestcollege.ca)