



North West  
College

# CAREER OPPORTUNITY

EXTERNAL ONLY

**Classification:** Office – Level 3  
**Location:** North Battleford

**Title:** Programs Administrative Assistant  
**Competition #:** 68-BC-2425

**Date Posted:** September 16, 2024  
**Start / End Date:** ASAP  
Full-Time, Permanent

**Closing Date:** Open Until Filled  
**Salary Range:** As per the Collective Agreement  
Appendix A

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 Vice-President, Academic and/or a Program Coordinator, this position provides administrative support to the Programs Division as required. This position:

- ◆ Provides general administrative support services to the Vice-President, Academic and the Program Division Coordinators, as well as support for Health Care Operations Associate desk and main reception as required.
- ◆ Assists Program Division Coordinators with the tasks of: preparing program schedules; organizing classroom facilities; preparing and publishing program information, reporting and budgeting information, proposals, applications and contracts, presentation materials, program advertisements; coordinating travel.
- ◆ Prepares and distributes program and operational information to students, Instructors and other College staff.
- ◆ Responds to general inquiries from students and the public regarding College programs and services, admissions and registration process & procedures.
- ◆ Manages and maintains confidential information and records (i.e. student data).
- ◆ Processes and maintains information in the Student Information System (SIS). These include applications, student files, student information, correspondence, registrations and withdrawals.
- ◆ Creates and maintains student and program filing systems.
- ◆ Provides general administrative support services to instructors.
- ◆ Ensures classrooms are open and secured as per schedule.
- ◆ Prepares and processes purchase orders. This will often include researching and recommending materials, equipment, or supplies.
- ◆ Assists with the organization of college events such as graduation.
- ◆ Prepares, processes and maintains all agreements and contracts undertaken by the division for services, programs, student work placements, and casual human resources.
- ◆ Monitors the timely submission of staff time sheet records.
- ◆ Performs other duties as assigned.

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## Qualifications, Skills, Abilities and Experience:

- ◆ A one-year post-secondary certificate in office administration from a recognized post-secondary institution.
- ◆ A minimum of one-year experience in an administrative support position.
- ◆ Demonstrated competence and recent experience in the use of technology such as Zoom, Microsoft Office Suite, Outlook, Internet and Social Media platforms, with the ability to learn and adapt to changing technology.
- ◆ Knowledgeable in all areas of office practices and procedures.
- ◆ Knowledge of database program applications and ability to manipulate data to produce reports.
- ◆ 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 numerical discrepancies to ensure accuracy in their work.
- ◆ Interpersonal skills that maintain the integrity of the position.
- ◆ Effective communication skills, and public relations & public speaking skills.
- ◆ Demonstrated skills in collaborative problem solving, research, analysis, and accountability within a team setting.
- ◆ Ability to plan, organize, schedule, and prioritize work taking into account frequent interruptions, conflicting and changing priorities in order to meet tight deadlines.
- ◆ Ability to identify the need for development and modification of procedures to improve consistency, efficiency and effectiveness, and to ensure compliance.
- ◆ Critical thinking skills.
- ◆ A recent satisfactory Criminal Record Check is a requirement of the College.
- ◆ A **recent**, satisfactory criminal record check is a requirement of the 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, knowledge, education and skills 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 #68-BC-2425**

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

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