



CAREER OPPORTUNITY

INTERNAL / EXTERNAL

Classification:	Office – Level 1	Title:	Evening Attendant
Location:	North Battleford	Competition #:	110-BC-2526
Date Posted:	March 19, 2026	Closing Date:	March 31, 2026 at noon
Start Date:	ASAP Part-Time, Permanent Monday – Thursday 4:00pm – 8:00pm Friday 4:00pm – 7:30pm	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. Internal applications from NWC staff with seniority will be considered prior to outside applicants.

Main Responsibilities:

Reporting to the Registrar, the Evening Attendant provides reception coverage and on-site support to events and programs delivered through a variety of credit-granters and modalities, and basic support to staff and students. The Evening Attendant is responsible for:

- Greet visitors, providing a welcoming environment, and respond to general inquiries regarding North West College (NWC) programs and services.
- Answers and processes incoming calls to the main campus contact line.
- Monitors all evening programs / events, ensuring rooms are available and ready for use, required equipment is set up and in good working order, prior to scheduled events and providing operational assistance for equipment.
- Provides support to students and instructors regarding their evening classes – advising of changes to the courses or exam schedule as provided by the post-secondary institutions and College staff.
- Perform examination invigilation in accordance with the procedures provided by the accrediting institute, and in accordance with applicable College policies.
- Accepts Debit payments and records transactions.
- Ensures all established security measures are followed.
- Liaises with Coordinators and/or program support staff on evening events that require follow-up, including technical issues.
- Provides basic administrative support to staff and students, including basic data entry and word processing as assigned.
- Perform routine office related tasks, including photocopying, filing and printing as assigned.
- Other duties as assigned.

Qualifications, Skills, Abilities and Experience:

- Grade 12 diploma, GED or IQAS WES equivalent.
- A minimum of six months recent experience working with the public in a customer service capacity.
- A combination of relevant education and experience may be considered.
- Interpersonal skills that maintain the integrity of the position and promote a student friendly approach to service.
- Strong communication skills, and public relations & public speaking skills.
- Basic word-processing, excel and data entry skills and ability to use e-mail and internet.
- Basic knowledge of and ability to operate and trouble-shoot computer and support equipment.

- Basic knowledge of office procedures such as filing, photocopying, printing and phone etiquette.
- Ability to pay attention to detail and accuracy in their work.
- Critical thinking skills.
- Ability to work independently in order to plan, organize and prioritize work with minimal supervision.
- Punctuality is essential due to the positional requirement of being available to the public.
- A recent satisfactory Criminal Record Check is a requirement of the College.
- Must be bondable.

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. 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 #110-BC-2526

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

Email: nwrccareers@northwestcollege.ca