



<b>NORTH WEST COLLEGE POSITION PROFILE</b>	
<b>POSITION:</b>	<b>Full-Time, Leave Replacement, Out-of-Scope, Executive Administrative Assistant</b>
<b>TERM:</b>	<b>ASAP - June 30, 2025</b>
<b>LOCATION:</b>	<b>North Battleford, Saskatchewan</b>
<b>COMPETITION NUMBER:</b>	<b>90-OOSEEA-2425</b>
<b>EMAIL:</b>	<a href="mailto:nwrccareers@northwestcollege.ca">nwrccareers@northwestcollege.ca</a>
<b>WAGE RANGE:</b>	<b>\$5,610.80 – 6,582.36 Monthly</b>
<b>APPLICATION DEADLINE:</b>	<b>Extended until April 2, 2025, at noon</b>

### **POSITION SUMMARY**

Reporting to the Executive Coordinator the *Executive Administrative Assistant* provides confidential administrative support to the Executive Management Committee (EMC) team members and Human Resources department.

### **RESPONSIBILITIES**

- Effectively liaises with management and other staff on matters related to the operation of the institution - consistent with College policy & practice, and the expectations the EMC.
- Serves as the initial contact point for Vice President Academic and Vice President Marketing & Student Experience, for external and internal individuals and agencies.
- Responsible for monitoring and maintaining the EMC team member's schedules (primarily the Vice President Academic and Vice President Marketing & Student Experience) by coordinating meetings and appointments while also monitoring organizational and staff deadlines, ensuring that the EMC team is kept informed to ensure there is appropriate oversight of institutional obligations.
- Prepares (including authoring) correspondence as requested by EMC, or as delegated by the Executive Coordinator.
- Ensures the professional image of the College is maintained in all assigned correspondence.
- Prepares the comprehensive board meeting packages, including all supporting documentation, in a timely manner for review by the President and Executive Coordinator prior to its distribution.
- As assigned by the Executive Coordinator, responsible for recording the proceedings of all regular and special meetings of the Board of Governors, internal or external, regular and special meetings related to the business of the College and / or chaired by the President & CEO, or a member of EMC; and the subsequent preparation of accurate minutes of these meetings.

- Under the direction of the Executive Coordinator, is responsible for the regular maintenance of the “Board Portal” and other similar corporate communication venues ensuring all public documents from the Board of Governors are posted on a regular and timely basis.
- In collaboration with the Executive Coordinator, implements and maintains an effective and comprehensive records management system to meet organizational needs while maintaining the security and confidentiality essential to this function.
- Assists the Vice President Academic and Vice President Marketing & Student Experience to review and approve expense claims, honoraria and credit card reports including timely processing.
- Reviews and supports all travel, lodging, and any other arrangements for the Vice President Academic and Vice President Marketing & Student Experience.
- As delegated by the Executive Coordinator, reviews and supports the President, Board of Governors, and other EMC team members’ travel, lodging, and any other arrangements.
- Follows established procedures for dealing with priority matters in the absence of EMC members and/or the Executive Coordinator.
- Leads the planning, organizing and implementation of the Annual Staff Awards Banquet and ceremonies, the North West College Christmas event, or any other events as directed.
- In collaboration with the Marketing & Communications team, provides for regular maintenance of Navigator and other similar corporate communication tools ensuring all public documents from the Board are posted on a regular and timely basis.
- Provides clerical and administrative support to Human Resources for employee recruitment and onboarding, including coordination of employee data with Payroll for effective and efficient setup in the Management Information System (MIS).
- This position is a management representative on the Battlefords Campus: Occupational Health & Safety Committee.
- Performs other duties as assigned.

## **QUALIFICATIONS**

- A minimum of a recognized diploma in office administration or a related discipline.
- A minimum of five (5) years of practical experience in roles of progressively increasing responsibility; related experience supporting C-suite level executives is strongly preferred.
- A combination of education and relevant experience may be considered.
- Knowledge and experience with, parliamentary & protocol procedures, Robert’s Rules of Order or similar parliamentary procedures
- Demonstrated expertise in all areas of office practices & procedures.
- Strong interpersonal skills that maintain the integrity of the position.
- Superior communication skills, and effective public speaking & public relations skills.
- Demonstrated skills in collaborative problem solving, research, analysis, and accountability within a team setting.

- 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.
- Critical thinking skills.

#### **ADDITIONAL REQUIREMENTS**

- Must possess a valid Saskatchewan Driver's License and be able to travel as required. Travel may, on occasion require overnight stays.
- A satisfactory criminal records check is a condition of employment with North West College.

**SUBMIT APPLICATIONS TO:** Please Quote Competition #90-OOSEAA-2425  
**Human Resources**

**North West College**

**10702 Diefenbaker Drive**

**North Battleford SK S9A 4A8**

**Fax: 306.445.2254**

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

**North West College wishes to thank all who apply. Only those selected for an interview will be contacted.**