

THE STUDENTS' ASSOCIATION OF PORTAGE COLLEGE IS HIRING

Apply today for an exciting new career.

General Manager

Hours per week: 30

Remuneration: Commensurate with education and experience

Close Date: January 6, 2017

Location: Lac La Biche Campus

Instructions: Apply to pam.onciul@portagecollege.ca Fax: 780-623-5519 or

Mail to P.O. Box 417, Lac La Biche, AB T0A 2C1 Attention Pam Onciul

The Student's Association of Portage College is a non-profit organization that is for students. The organization acts as the collective student voice supporting students in leadership, advocacy, empowerment, and is liaison between students and College. The General Manager is responsible for managing and overseeing operations in the College and satellite campuses where the SAPC is involved. The General Manager works closely with the students on the various committees, reporting to the President and collaborating with Regional Coordinators and College staff. The General Manager is to provide leadership and direction in financial planning and control, strategic planning, maintenance and development of policies/procedures/by-laws, administrative duties.

The SAPC is looking for a candidate who possesses excellent multitasking skills and has the ability to manage both people and projects. The candidate must be able to remain positive and be open-minded.

The successful candidate will have:

- *Exceptional communication and interpersonal skills, including conflict resolution*
- *A degree or diploma in Social Sciences, Business or the Arts. Equivalencies may be considered*
- *Experience working in a culturally diverse environment*
- *Knowledge of Microsoft Office and use of computer*
- *Knowledge of Societies Act, Post-secondary Learning Act and legislation pertaining to the Personal Information Protections Act is an asset*
- *Knowledge of bookkeeping and accounting is an asset*
- *Valid Class 5 drivers license*
- *Experience working with non-profit organization is preferable*

The SAPC appreciates the interest of all applicants, however only those selected for an interview will be contacted.