



Employment Opportunity

Regional Coordinator

St. Paul Campus

The SAPC is looking for a Regional Coordinator with strong people skills and who is proficient in Microsoft Office programs.

Full Time Continuous, 20 hrs per week, \$20-\$25 per hour

This is a student oriented position that provides front line service to members of the **SAPC** and Portage College staff on the St. Paul and Saddle Lake Campuses.

Qualifications:

- Diploma or Certificate in Office Administration or Business. Familiarity with budgeting and record-keeping is an asset. Equivalencies may be considered.
- Experience working in a post-secondary environment is a definite asset.
- Must be proficient with computers, especially MS Office.
- Excellent oral and written communication skills with strong attention to detail.
- Strong organizational, time management, problem solving, and multi-tasking skills are essential.
- Knowledge of the Students' Association and Portage College programs and services would be beneficial.
- Ability to work independently and a part of a dynamic and integrated team.

Closing Date: August 3, 2017

Competition: External (Portage College alumnus/students and current SAPC staff are also welcome to apply)

Apply to SAPC: Email: sa.manager@portagecollege.ca

Mail: PO Box 417, Lac La Biche, AB T0A 2C0 **Fax:** 780-623-5721

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

For more information call **SAPC Office:** 780-623-5502 or **General Manager:** 780-623-5609

Visit: http://www.portagecollege.ca/Services_for_Students/Student_Association.htm