



# Employment Opportunity

## Regional Coordinator

### St. Paul Campus

The SAPC is looking for a Regional Coordinator with strong people skills, as well as an interest in working with and supporting students.

**Part Time Continuous, 20 hrs per week, \$20-25/hour (position runs until May and begins again in August)**

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. Duties may include event planning, student advocacy, student support and light bookkeeping.

#### Qualifications:

- Diploma or Certificate in Office Administration, Business or Human Services. Familiarity with budgeting and record-keeping is an asset. Equivalencies may be considered.
- Experience working with, and a strong knowledge of, Indigenous communities is preferred.
- 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.
- Experience working in a post-secondary environment is a definite asset.
- 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, as well as motivate and recruit students for various events and projects.

**Closing Date:** January 8, 2018

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

**Apply to SAPC:** Email: [sa.manager@portagecollege.ca](mailto: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](http://www.portagecollege.ca/Services_for_Students/Student_Association.htm)