



Deny the ordinary.

Do extraordinary things at Portage College.

Casual Administrative Supports and Exam Invigilators

Portage College

Location: Cold Lake, Lac La Biche and St. Paul campuses

Position type: Casual/On-call, day and evening work

Salary: \$16.98 to 20.64 per hour (Plus 11.2% for vacation/holiday pay)

Job number: 17-ASPC-24-PC

Posting date: August 14, 2017

Closing date: Until suitable applicants are found.

ABOUT THE POSITIONS

Administrative Supports

Our admin supports provide a wide range of support including answering phones and phone follow up, greeting and addressing public inquiries, data entry, data processing, filing, exam invigilation and developing and revising documents. We're looking for individuals who have strong customer service skills and ability to interact with the general public, students and college staff on the day-to-day operations of the college.

Exam Invigilators

Exam invigilators at the College provide support to the examination process and ensure a high degree of integrity to allow students to perform at their best in a fair and appropriate environment. Exam invigilators are the primary contact for students during exam and are responsible for all aspects of the exam process as outlined in the College's proctoring/invigilation protocol. Exam invigilators must adhere to instructions provided by the instructor and ensure students comply with those directions.

QUALIFICATIONS AND EXPERIENCE

- Minimum high school diploma, however, a diploma or certificate in Office Administration is preferred. Equivalencies may be considered.
- Previous experience in administrative support, preferably at a post-secondary institution.
- Previous experience providing exam invigilation/supervision.
- Excellent interpersonal and communication skills are required.
- Strong skills in organization, multitasking, data entry and telephone etiquette.
- Ability to work independently, but also part of an integrated and dynamic team.
- Proficient with computers, especially MS Office.

HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience, and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to hr@portagecollege.ca. If you have any questions, call us at 780-623-5747.

Please note we don't accept third-party resume and cover letter submissions.

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