

## ADMINISTRATIVE SUPPORT

### Continuing Education

**Location:** Lac La Biche Campus  
**Position type:** Full-time continuous  
**Salary:** \$44,904 to \$58,236 per annum

**Job number:** 23-ASB3-87-PC  
**Posting date:** April 5, 2024  
**Closing date:** Will begin reviewing resumes on April 15, 2024

### ABOUT THE POSITION

Portage College has an exciting opportunity for a highly-skilled admin support to provide a wide range of administrative services to the College's Continuing Education department.

Responsibilities include:

- Providing comprehensive administrative support for the Continuing Education Driving School program, including scheduling courses, booking road tests, issuing certifications, and maintaining accurate program and student records.
- Promoting courses offered by Continuing Education, registering students and taking payments, completing cash reconciliation and deposit preparation.
- Formats and/or prepares letters, memos, course materials, attendance forms and other written communications as required.
- Communicates by phone, email and in person, on matters related to course offerings with a very large and varied network of public contacts such as community groups and agencies, indigenous organizations, industry representatives and the public at large in all of the College's service region. This includes explaining and interpreting policies, guidelines and procedures as well as describing the course contents and objectives.

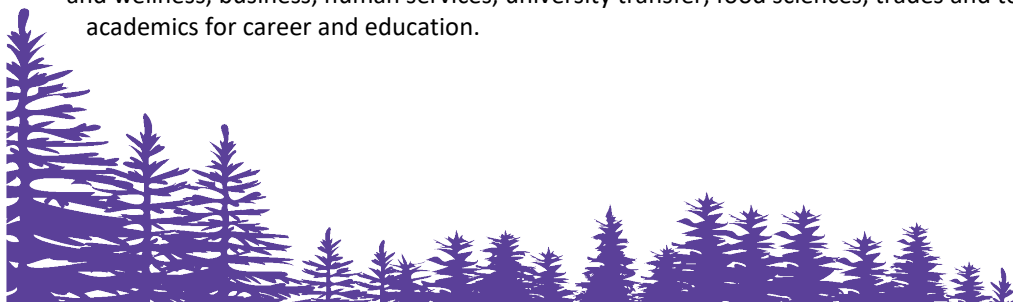
### QUALIFICATIONS AND EXPERIENCE

- Diploma or certificate in office or business administration plus a minimum 5 years of experience working in an administrative support role.
- Must be proficient with computers, especially MS Office.
- Strong skills in organization, data entry and customer service.
- Effective communication skills are essential.
- Knowledge or experience working with Moodle and Unit 4 would be an asset.
- Demonstrated ability to work independently and provide sound decision making.
- Successful applicant will be required to provide a current police information check.

### ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.

Portage College has been serving the region for 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.



## 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](mailto:hr@portagecollege.ca). If you have any questions, call us at **780-623-5747**.

Please note we do not 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.

