

ADMINISTRATIVE SUPPORT

Business

Location: St. Paul Campus
Position type: Part-time (0.5) Term until June 2026
Salary: \$1,871 to \$2,426.50 per month

Job number: 24-006
Posting date: July 5, 2024
Closing date: Until suitable candidate is found

ABOUT THE POSITION

Portage College has an exciting opportunity for an experienced administrative support to work with our Business department. Any successful candidates will be required to provide a current police information check.

Successful candidates' responsibilities will include:

- Work closely with program coordinators and faculty to ensure efficient and effective delivery of programming.
- Provides daily administrative support to the program coordinators.
- Record, track and monitor student information, including attendance, grades, withdrawals and program progress.
- Reception, word processing, data entry, responding to general inquiries, phone follow-up, records management and compiling and creating reports.
- Assist with student recruitment, admissions, intakes, and student practicums.

QUALIFICATIONS AND EXPERIENCE

- Diploma or certificate in office administration or business administration. Equivalencies may be considered.
- Minimum two years' experience in administrative support, preferably at a post-secondary institution.
- Excellent verbal and written 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.
- Knowledge of Portage College programs, admissions and registration procedures would be a definite asset.
- 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 over 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.

As an employee at the College, you will benefit from generous paid time off, participation in the College pension plan, excellent health and dental benefits, and access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses or attending conferences or workshops.



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 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.

