

ADMINISTRATIVE SUPPORT

Community Social Work/Practical Nurse/University Transfer

Location: Cold Lake campus
Position type: Full-time continuous
Salary: \$44,904 to \$58,236 per annum

Job number: 24-021
Posting date: July 24, 2024
Closing date: Will begin reviewing resumes on August 6, 2024

ABOUT THE POSITION

Portage College has an exciting opportunity for a highly skilled administrative support to provide a wide range of administrative services to the College's Community Social Work, Practical Nurse and University Transfer programs.

Some of the responsibilities include:

- Work closely with program coordinators and faculty to ensure efficient and effective delivery of programming.
- 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.
- Provide exam invigilation as well as course outline management and exam and curriculum support.
- Assist with student recruitment, admissions, intakes and student practicums.
- Other duties as required.

QUALIFICATIONS AND EXPERIENCE

- Diploma or certificate in office or business administration. Equivalencies may be considered.
- Minimum two years' experience working in an administrative support, preferably at a post-secondary institution.
- Must be proficient with computers, especially MS Office.
- Strong skills in organization, data entry and customer service.
- Effective verbal and written 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 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.

