



Deny the ordinary.

Do extraordinary things at Portage College.

Administrative Support

Faculty of Trades and Technology

Location: Lac La Biche campus

Position type: Full-time continuous

Salary: \$42,408 to \$54,996 per annum

Job number: 17-ASB3-23-PC

Posting date: June 16, 2017

Closing date: Until suitable applicant is found

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 Faculty of Trades and Technology. This faculty has a range of programs, which include power engineering, hairstyling, heavy equipment operator (HEO) and heavy equipment technician (HET) and apprenticeship training in electrical, steamfitter-pipefitter and welding. Responsibilities include:

- Work closely with program dean, 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 course timetables.
- Assist with student recruitment, admissions and intakes.
- Other duties as required.

QUALIFICATIONS AND EXPERIENCE

- Diploma or certificate in office or business admin plus some experience working in an office admin role.
- Experience and knowledge of industry would be a definite asset.
- 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.
- Demonstrated ability to work independently and provide sound decision making.

ABOUT OUR COLLEGE AND WORKING HERE

Portage College has been serving the region for nearly 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 business, health and wellness, human services, university studies, food sciences, trades and technical, 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. Our employees' dependants can also apply for tuition bursary discounts if they enroll in a program at Portage College.

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.