



Red Crow Community College

P.O. Box 1258 ♦ Cardston, Alberta, Canada ♦ T0K 0K0
Telephone (403) 737 - 2400 ♦ Fax (403) 737 - 2101

Department: **2+2 Niitsitapi Arts and Science Cohort Diploma Program**, Main Campus, Standoff, AB

Job Title: **Program Administrative Assistant**

Term: 1-year position – with the possibility of an extension

Status: Full-Time

Closing date: July 25, 2021

Start date: August 16, 2021

General Description:

The Program Administrative Assistant will work within the 2+2 Niitsitapi Arts and Science Diploma Program (NASDP) at Red Crow Community College assisting staff, students and community members.

Some roles and responsibilities include:

- Answering telephones, transferring calls,
- Addressing queries from students, staff, and community members,
- Photocopying, sending and receiving mail,
- Keeping detailed records, assisting instructors and students,
- Work closely with the Coordinator of 2+2 NASDP, various clerical and administrative duties.
- This person must possess exceptional communication skills both verbal and written.

The Program Assistant must be very organized, have a strong work ethic, proficient computer skills with the ability to try new systems, and a willingness to learn.

Necessary Knowledge, Abilities and Skills:

- A College in Diploma in Office Administration or equivalent post-secondary education and equivalent experience;
- A minimum of three years of administrative support in a post-secondary educational setting is required;
- Demonstrate proficiency in office experience through: computer skills that include word processing and spread sheets, the use of a data base, web content management system, and other system that may apply to the educational institution;
- A working knowledge of Blackfoot language and understanding of First Nations culture is an asset.

If you are interested in this opportunity please submit a resume, copy of credentials, criminal record check, and three professional references to:

Red Crow Community College
Attention: Flora Day Rider
PO Box 1258
Cardston, AB T0K 0K0
Or Fax: (403) 737-3472

**** ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED ****