



Casual Administrative Assistant (Term) – Competition U25-17/18 – Warman Campus

Great Plains College is seeking a Casual Clerical to provide support for the activities of the campus' programs and student services through an array of administrative and receptionist duties. As the first point of contact for internal and external clients, the employee provides friendly and professional customer service. This includes welcoming and responding to customer inquiries, providing information and responding to student inquiries, registering students, providing assistance to students and staff, collecting fees, processing forms, data entry and other general office duties.

Duties

Specific duties will include:

- Perform word processing and other computer applications as required for staff and instructors.
- Schedule appointments for various staff, as required.
- Register students and process forms.
- Process and distribute all incoming and outgoing mail.
- Process tuition fees.
- Provide reception for the Campus including general phone and in-person inquiries, taking and relaying messages, and referring to the appropriate persons.
- Provide assistance to students.

Knowledge, Skills and Abilities

Candidates should be able to demonstrate:

- Excellent oral and interpersonal communication skills.
- Excellent customer service skills.
- Excellent telephone manner.
- Ability to manage multiple tasks effectively and efficiently.

Education and Experience

- Completion of a one-year certificate or academic equivalent. This education would typically provide knowledge of general office procedures, business communications, keyboarding and computer applications.
- Minimum of one-year experience; preferably in providing service to the public, with excellent interpersonal and communication skills, time management, accuracy and proficiency in keyboarding and computer functions and applications.

Temporary position

July 13, 2018 – June 30, 2018 (schedule to be determined)

Contract: up to 300 hours

For additional information on any of these competitions, please contact Jill Jenkins, Region Manager at (306) 657-1852.

Send resume and cover letter quoting competition of interest to:

Great Plains College
Swift Current Campus
Box 5000, 129 2nd Ave NE
Swift Current, SK S9H 4G3
Fax: (306)773-2384
Email: gpchr@greatplainscollege.ca

Applications received prior to 12:00pm on Monday, June 20, 2018 will be reviewed for this competition.

The successful applicant will be required to complete a criminal background check that is satisfactory to Great Plains College.