

**Administrative Assistant 0.5 FTE (Term) – Competition #S12-18/19 – Swift Current Campus**

Great Plains College is seeking an Administrative Assistant to provide support for the activities of the campus' programs and student services through an array of administrative and receptionist duties. The Administrative Assistant 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, processing forms, data entry and other general office duties.

**Duties**

Specific duties will include:

**Administration**

- 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.

**Customer Service**

- 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.
- Accuracy and proficiency in computer and keyboard skills

**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.

Term position starting January 1, 2019 until June 30, 2019 with the possibility of extension.

For additional information on any of these competitions, please contact Keleah Ostrander, Director of Learner Services & ABE at (306) 778-5471.

Send resume and cover letter quoting competition of interest to:

Great Plains College  
Swift Current Campus  
129 2nd Ave NE  
Swift Current, SK S9H 2C6  
Email: [gpchr@greatplainscollege.ca](mailto:gpchr@greatplainscollege.ca)

Applications received prior to 12:00pm on December 10, 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.***