



Administrative Assistant Instructor (TERM) – Competition #U29-22/23 – Kindersley Campus

Great Plains College is looking for a dynamic and enthusiastic instructor for our Administration Assistant program at the Kindersley Campus. The instructor will plan, organize and implement instructional program in a learning environment that guides and encourages learners to develop and fulfil their academic potential.

The Administrative Assistant program is a competency-based program that allows students to progress individually and where instruction is targeted to individual needs verses the standard lecture instructional style.

Start date: September 5, 2023

End date: May 31, 2024

Total Contract Days: 72.50

Course(s):

Office Administration Accounting I (AC129)

Office Administration Accounting II (AC229)

Business English (CO125)

Keyboarding and Documents (OA130)

Keyboarding Applications (OA230)

Office Procedures I (OA155)

Business Communications (CO170)

Introduction to Excel (CU143)

Data Processing (CU260)

Office Procedures II (OA255)

Office Practicum (OA290)

Qualifications:

The Office Administration Instructor should bring the following qualifications to this position:

- Administrative Assistant/Office Administration Certificate, including MS Office, Accounting, Sage 50, Business English and Office Procedures
- Current MS Office skills
- Excellent organization skills
- Strong attention to detail
- Two or more years of recent experience as an instructor, an administrative assistant/office administrator or a combination thereof.
- Preference will be given to individuals who understand the principles of adult education
- Preference may be given to individuals with a Bachelor degree or higher

A complete job description and competencies for this position can be found on the Great Plains College [website](#). For additional information, contact Darlene Anton, Program Coordinator, at 306-463-1352.

Send resume and cover letter, quoting competition #U29-22/23 to: gpchr@greatplainscollege.ca. Applications received prior to 4:00 pm on April 28, 2023 will be reviewed for this competition. We wish to thank all candidates who apply, however only those selected for interviews will be contacted.

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