

**Administrative Assistant – Student Services (Temporary) – Competition #43-23/24 – 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. As the first point of contact for internal and external clients, 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, provide assistance to students and staff, collecting fees, processing forms, data entry and other general office duties.

**Position Details:**

Location: Swift Current

Level 4

Office

FTE: 1.0

Start date: May 13, 2024

End date: August 16, 2024

Summer students are encouraged to apply for this position.

**Qualifications:**

The Administrative Assistant should bring the following qualifications to this position:

- 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.

A complete job description and competencies for this position can be found on the Great Plains College [website](#). For additional information, contact Sara Sletten, Manager of Admissions & Student Services at 306-778-5470.

Send resume and cover letter, quoting competition #43-23/24 to: [gpchr@greatplainscollege.ca](mailto:gpchr@greatplainscollege.ca). Applications received prior to 4:00 pm on May 3, 2024 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.***