



**Administrative Assistant Instructor – PT Program (TERM) - Competition #33-24/25 – Warman Campus**

Great Plains College is looking for a dynamic and enthusiastic instructor for our Administration Assistant program at the Warman Campus. The instructor will plan, organize and implement the 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. This allows students to progress individually and where instruction is targeted to individual needs verses the standard lecture instructional style.

Start date: September 2, 2025

End date: May 29, 2026

Student Contact Days: 40.0

Total Contract Days: 45.25

**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 Lynn Bytyqi, Program Coordinator, at (306) 657-1852.

Send resume and cover letter, quoting competition #33-24/25 to: [gpchr@greatplainscollege.ca](mailto:gpchr@greatplainscollege.ca). Applications received prior to 4:00 pm on June 12, 2025 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.***