



**Recruitment and Events Assistant (TERM) – Competition #20-26/27 – Swift Current Campus**

Reporting to the Recruitment Coordinator, the assistant delivers student recruitment presentations and provides information to potential students on behalf of Great Plains College. The incumbent is also responsible for assisting with college events and promotions.

**Position Details:**

Start date: September 8, 2026

End date: May 30, 2027

FTE: 1.0

**Qualifications:**

- Effective interpersonal and communication skills including written, verbal and presentation
- A solid understanding of marketing and public relations
- Competency with media and community relations
- Skills in diplomacy
- An aptitude for preparing and delivering public presentations
- Ability to work well as part of team and take initiative
- Creative writing skills
- An ability to relate well to students, prospective students and other influencers of student enrollment choices
- Experience planning events
- Familiarity with PowerPoint, Word and Excel
- Valid driver's license with an acceptable record; and a willingness to travel
- A one-year post-secondary certificate in marketing, communications, public relations or business

A complete job description and competencies for this position can be found on the Great Plains College [website](#). For additional information, contact Mackenzie Veason, Recruitment Coordinator at 306-778-5480.

Send resume and cover letter, quoting competition #20-26/27 to: [gpchr@greatplainscollege.ca](mailto:gpchr@greatplainscollege.ca). Applications received prior to 4:00 pm on August 20, 2026, 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.***