



Site Facilitator (TERM) - #11-26/27 – Maple Creek Program Centre

Great Plains College is looking for a dynamic and enthusiastic Site Facilitator for our Continuing Care Assistant Program. Site Facilitators are primarily responsible for providing learning support, leading class discussions, encouraging student participation and interaction with the instructor as well as with other sites, distributing marked documents and invigilating exams for that course. In addition, the Facilitator will ensure that the required technology for distance deliver is functioning and operational prior to class.

Position Details:

Total Contract Hours: 499 hours

Start date: ASAP

End date: March 25, 2027

Qualifications:

Candidates must be able to demonstrate:

- Excellent interpersonal and communication skills.
- Excellent customer service skills.
- Ability to work cooperatively with college students and staff.
- Ability to work independently.
- Strong organizational skills.
- Willingness to learn the operations and functions of technologies/equipment as required.
- Ability to troubleshoot equipment malfunctions.
- Sound knowledge of and ability to operate general office equipment (photocopiers, fax machines, telephone systems, etc.).
- Completion of a Grade 12 diploma or academic equivalent.
- Minimum of one-year experience in a customer service position.
- Related work experience in video conference equipment is an asset.
- Computer knowledge, keyboarding skills and the ability to use Microsoft Word, including working knowledge of email programs is an asset.

A complete job description for this position can be found on the Great Plains College [website](#). For additional information, contact Keri-Lynn Hudec, Program Coordinator at 306-778-5484.

Send resume and cover letter, quoting competition #11-26/27 to: gpchr@greatplainscollege.ca. Applications received prior to 4:00 pm on September 22, 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.