



# CAREER OPPORTUNITY

## INTERNAL / EXTERNAL

<b>Classification:</b>	Office, Level 3	<b>Title:</b>	Administrative Assistant
<b>Location:</b>	North Battleford Campus	<b>Competition #:</b>	60-BC-2526
<b>Date Posted:</b>	August 21, 2025	<b>Closing Date:</b>	September 2, 2025, at noon
<b>Start Date:</b>	ASAP – June 26, 2026 Full-Time, Temporary, Leave Replacement	<b>Salary Range:</b>	As per the Collective Agreement

The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change. This is an in-scope position. Internal applications from NWC staff with seniority will be considered prior to outside applicants

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### Main Responsibilities:

Reporting to the Marketing & Communications Coordinator this position provides administrative support to the Marketing department and International portfolio. The position is responsible for:

- Provides general administration support to the Marketing department and International portfolio.
- Ensures a high standard of accuracy when working with databases, documents, and web pages.
- Assists the Marketing and Communications Coordinator in the creation of graphic design images for college publications and web pages.
- Provides support in the creation of graphic design images for college publications and web pages and social media pages.
- Communicate effectively and cooperatively with other staff, students, agencies, and the public.
- Creates, edits and maintains information on the college website.
- Maintains current and archival college photographs and images to build a library of images for the web site, public and advertising.
- Responds to general inquiries from students and the public regarding scholarships, website and college functions or events.
- Manages and maintains confidential information and records (i.e. student data).
- Processes and maintains information in the Student Information System (SIS) for international students. These include applications, student files, student information, correspondence, registrations and withdrawals.
- Creates and maintains student and program filing systems.
- Prepares and processes purchase orders. This will often include research for materials or supplies.
- Prepares invoices, credit memos and refunds for international students.
- Performs data entry and database maintenance.
- Loads, unloads and inventories materials utilized by the Marketing department and International Student portfolio.
- Provides support at community events when needed.
- Performs other duties as assigned.

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### Qualifications, Skills, Abilities and Experience:

- A one-year post-secondary certificate in Office Administration from a recognized post-secondary institution.
- A minimum of one-year experience in an administrative support position including use of databases for data entry.
- A relevant combination of education and experience may be considered.
- Demonstrated competence and recent experience in the use of technology such as Zoom, Microsoft Office Suite, Outlook, Internet and Social Media platforms, with the ability to learn and adapt to changing technology.
- Demonstrated creative ability in the design and development of marketing media.
- Ability to create graphic design images for college publications, website pages and the intranet.
- Demonstrated working knowledge of database program applications and ability to establish and manipulate data to produce reports
- Knowledgeable in all areas of office practices and procedures. As well, knowledge of the more complex functions for photocopying and assembling large documents.
- Demonstrated ability to accurately, timely and concisely compose, record, proofread and/or edit a variety of written materials using correct spelling, grammar and punctuation in presenting information to students and the manager, and in preparation of advertisements and correspondence.

- Interpersonal skills that maintain the integrity of the position.
  - Effective communication skills, public relations, and public speaking skills.
  - Demonstrated skills in collaborative problem solving, research, analysis, and accountability within a team setting.
  - Ability to pay attention to detail and numerical discrepancies to ensure accuracy in their work.
  - Demonstrated ability to plan, organize, schedule, and prioritize their work, accounting for frequent interruptions and conflicting and changing priorities in order to meet tight deadlines.
  - Ability to identify the need for development and modification of procedures to improve consistency, efficiency and effectiveness, and to ensure compliance.
  - Critical thinking skills.
  - Valid driver's license
  - The ability to regularly lift and move boxes and materials weighing approximately 40 lbs.
  - A satisfactory criminal records check is a condition of employment with North West College.
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If you are interested in this position with the College, **please complete an Application for Employment**. The application is located on the website at [www.northwestcollege.ca](http://www.northwestcollege.ca). Please provide a letter to Human Resources outlining how you meet the qualifications, skills, abilities and experience as identified in the posting.

**Submit Applications to:**

Human Resources  
North West College  
10702 Diefenbaker Drive  
North Battleford SK S9A 4A8  
Fax: 306.445.2254

**Please Quote Competition #60-BC-2526**

**NWC thanks all those who applied however only those selected for an interview will be contacted.**

Email: [nwrccareers@northwestcollege.ca](mailto:nwrccareers@northwestcollege.ca)