



CAREER OPPORTUNITY

INTERNAL / EXTERNAL

Classification:	Office, Level 4	Title:	Administrative Support
Location:	Meadow Lake Campus	Competition #:	59-ML-2526
Date Posted:	August 21, 2025	Closing Date:	September 2, 2025, at noon
Start Date:	ASAP	Salary Range:	As per the Collective Agreement
	Full-time, Permanent		

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

Main Responsibilities:

Reporting to the Manager Meadow Lake Campus & Student Residences and/or a Program Division Coordinator, these positions are responsible for planning, organizing and delivering administrative services to support the north region.

- Provides general administrative support services to the assigned Program Coordinators.
- Assists Program Coordinators with: entering program schedules in the Student Information System (SIS); coordinates classroom facilities; prepares and publishes program information, generates reports and enrolment data, prepares applications and contracts, provides presentation materials, develops program advertisements, and assists with reporting for partner agencies.
- Responds to general inquiries from students and the public regarding College programs and services, admissions and registration process and ensures privacy/security measures are followed related to requests to contact students.
- Assists Program Coordinators in the preparation of agreements for contracted training; invoices and collects payments; notifies of receipts and balances; of marks and attendance; and upon course completion, of pass/fail or grades.
- Obtains Grade 12 examination materials, establishes and maintains security of examination materials and compiles and records student examination results and teacher assessment marks.
- Processes and maintains applications, student files, student information, correspondence, registrations and withdrawals in the Student Information System (SIS).
- Responsible for data entry into Student Data System (SDS).
- Obtains student transcripts from provincial SDS and processes information for College record and file.
- Notifies participants of any course changes and updates related College communication when necessary (e.g. electronic sign).
- Prepares and processes purchase orders. This will often include research for materials and/or supplier.
- Creates and maintains student and program filing systems, both electronic and hard copy.
- Provides general administrative support services to instructors.
- Assists students with Education Training Incentive (ETI) applications.
- Acts as purchasing agent, including researching supply sources for books and education materials for Program Coordinators.
- Organizes and maintains program supplies, books and course materials.
- Provides back up for the Administrative Support – Administration and Bookstore position by collecting and recording payments for tuition, sales of college bookstore items, and collecting rent and other payments from student's in the College residence.
- As required administers cash-outs and deposits, ensuring data is entered into the Management Information System (MIS); prepares cash bank deposits.
- Administers the facility booking system.
- Other duties as assigned.

Qualifications, Skills, Abilities and Experience:

- One year post-secondary certificate in office administration from a recognized post-secondary institution;
- Minimum of two years' experience in an office administrative support function.
- A combination of relevant 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 working knowledge of database program applications and ability to establish, manipulate and prepare data.

- Demonstrated advanced level ability to accurately, timely and concisely compose, record, proofread and/or edit a variety of written materials using correct spelling, grammar and punctuation, to ensure accuracy in their work.
 - Knowledgeable in all areas of office practices and procedures.
 - Interpersonal skills that maintain the integrity of the position.
 - Demonstrated effective communication skills, and public relations & public speaking skills.
 - Demonstrated skills in collaborative problem solving, research, analysis, and accountability within a team setting.
 - Demonstrated ability to plan, organize, schedule, and prioritize work taking into account frequent interruptions, conflicting and changing priorities in order to meet tight deadlines.
 - Leadership ability to identify the need for development and modification of procedures to improve consistency, efficiency and effectiveness, and to ensure compliance.
 - Critical thinking skills.
 - Punctuality is essential due to the positional requirement of being available to the public.
 - Must be bondable.
 - A recent satisfactory Criminal Record Check is a requirement of the 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. 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 #59-ML-2526

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

Email: nwrccareers@northwestcollege.ca