

CAREER OPPORTUNITY

INTERNAL / EXTERNAL

Classification: Office - Level 1 Title: **Evening Attendant**

Location: North Battleford Competition #: 81-BC-2526

Date Posted:

Closing Date: October 28, 2025 November 6, 2025 at noon **Start Date:** Dec.1 2025 - Jan.30, 2026 Salary Range: As per the Collective Agreement

Part-Time, Leave Replacement

Monday - Thursday 4:00pm - 8:00pm Friday 4:00pm - 7:30pm

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 Registrar, the Evening Attendant provides reception coverage and on-site support to events and programs delivered through a variety of credit-granters and modalities, and basic support to staff and students. The Evening Attendant is responsible for:

- Greet visitors, providing a welcoming environment, and respond to general inquiries regarding North West College (NWC) programs and services.
- Answers and processes incoming calls to the main campus contact line.
- Monitors all evening programs / events, ensuring rooms are available and ready for use, required equipment is set up and in good working order, prior to scheduled events and providing operational assistance for equipment.
- Provides support to students and instructors regarding their evening classes advising of changes to the courses or exam schedule as provided by the post-secondary institutions and College staff.
- Perform examination invigilation in accordance with the procedures provided by the accrediting institute, and in accordance with applicable College policies.
- Accepts Debit payments and records transactions.
- Ensures all established security measures are followed.
- Liaises with Coordinators and/or program support staff on evening events that require follow-up. including technical issues.
- Provides basic administrative support to staff and students, including basic data entry and word processing as assigned.
- Perform routine office related tasks, including photocopying, filing and printing as assigned.
- Other duties as assigned.

Qualifications, Skills, Abilities and Experience:

- Grade 12 diploma, GED or IQAS WES equivalent.
- A minimum of six months recent experience working with the public in a customer service
- A combination of relevant education and experience may be considered.
- Interpersonal skills that maintain the integrity of the position and promote a student friendly approach to service.
- Strong communication skills, and public relations & public speaking skills.
- Basic word-processing, excel and data entry skills and ability to use e-mail and internet.
- Basic knowledge of and ability to operate and trouble-shoot computer and support equipment.

- Basic knowledge of office procedures such as filing, photocopying, printing and phone etiquette.
- Ability to pay attention to detail and accuracy in their work.
- Critical thinking skills.
- Ability to work independently in order to plan, organize and prioritize work with minimal supervision.
- Punctuality is essential due to the positional requirement of being available to the public.
- A recent satisfactory Criminal Record Check is a requirement of the College.
- Must be bondable.

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 #81-BC-2526

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

Email: nwrccareers@northwestcollege.ca