



# CAREER OPPORTUNITY

## EXTERNAL ONLY

<b>Classification:</b>	Office – Level 3	<b>Title:</b>	Reception / Career Centre Clerk
<b>Location:</b>	North Battleford	<b>Competition #:</b>	48-BC-2526
<b>Date Posted:</b>	August 26, 2025	<b>Closing Date:</b>	Open Until Filled
<b>Start Date:</b>	ASAP – January 23, 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.

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### Main Responsibilities:

Reporting to the Registrar, the Reception/Career Centre Clerk positions provide clerical support for the Career Centre, Student Services personnel and Community and Individual Development programs. The positions respond to all first inquiries from the public and direct to the appropriate staff member, as required. The positions are also responsible for bookstore sales, registrations, receipt of tuition fees and reconciliation of receipts against bank deposits. The Reception / Career Centre Clerk is responsible for:

- Greets visitors and responds to general inquiries regarding North West College (NWC) programs and services.
- Responds to general inquiries from students and the public regarding College programs and services, admission and registration process and procedures and ensures privacy/security measures are followed related to information requests.
- Answers and processes incoming calls to the main campus contact line.
- Processes applications and registers individuals in NWC programs in the Student Information System (SIS), administers the file system for part-time, non-credit student applications.
- Processes payments for registrations, bookstore items and invoices and prepares credit memos for the same utilizing the Management Information System (MIS).
- Organizes and supports the career center including assisting students and public in accessing resources and computers.
- Assists students, staff and public with vending machines, obtaining lockers, directions and parking.
- Facilitates bookstore operations by ordering and managing stock as well as processing sales and returns.
- Programs, operates, reconciles the cash register receipts and prepares the bank deposit.
- Organizes examination invigilation including: room booking, schedules invigilators, records and reports examination results and invigilates examinations as required.
- Provides general administrative and clerical duties for Student Services staff and the non-credit program area.
- Maintains the electronic student message board.
- Prepares and processes purchase orders.
- Performs other duties as assigned.

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### Qualifications, Skills, Abilities and Experience:

- One year post-secondary office administration certificate 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 combination of relevant education and experience may be considered.
- Knowledge of and demonstrated ability to use and operate standard office software and program applications including word processing, spreadsheets, database management, e-mail and internet.
- Demonstrated working knowledge of database program applications and ability to establish and manipulate data to produce reports
- Knowledge of the use and routine maintenance of standard office equipment.
- Knowledge of standard office procedures including establishing and maintaining files, word processing, faxing, printing, document creation, formatting and photocopying.

- 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 preparation of advertisements, reports and correspondence.
- Ability to maintain confidentiality regarding information of the organization
- Ability to pay attention to detail and accuracy in their work.
- Ability to identify discrepancies in numerical data to ensure accuracy.
- Ability to balance cash receipts with sales.
- Demonstrated advanced level listening skills to comprehend, and ask clear concise questions to obtain relevant information and respond to inquiries from clients while maintaining confidences and relaying accurate messages to appropriate persons
- Ability to problem-solve efficiently while serving clients.
- Ability to work co-operatively with others and exercise courtesy and tact and to provide an effective working relationship and environment for the effective and successful delivery of program operations.
- Ability to prepare and present information in a concise and complete manner which will allow others to understand and comprehend ideas, proposals, recommendations and decisions.
- Ability to work in a multi-cultural environment, recognize and respect diversity and individual dignity.
- Demonstrated ability to plan, organize, schedule, and prioritize their work taking into account frequent interruptions, 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.
- Ability to adapt and respond to various situations as they arise.
- Punctuality is essential due to the positional requirement of being available to the public.
- Must be bondable
- A satisfactory criminal record 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 #48-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)