

ADMINISTRATIVE SUPPORT

Faculty of International

Location: Remote
Position type: Full-time continuous
Salary: \$44,904 to \$58,236 per annum
Salary under review

Job number: 23-ASB3-71-PC
Posting date: January 16, 2024
Closing date: Will begin reviewing resumes on January 24, 2024

ABOUT THE POSITION

Portage College has an exciting opportunity for a highly-skilled administrative support to provide a wide range of administrative services to the international portfolio of our Business and Teacher's Assistant programs. This is a remote position based out of Calgary or surrounding area. However, the role involves occasional onsite presence at a partner institution in downtown Calgary for upwards of 5 days per month during peak times. Additionally, there may be occasional travel to our campuses and other locations as required.

Responsibilities include:

- Provides Business and Teacher's Assistant program area support and administration for private colleges.
- Communicate and coordinate with registrars' office and other departments to resolve student issues.
- Record, track and monitor student information, including attendance, grades, withdrawals and program progress.
- Reception, word processing, data entry, responding to general inquiries, phone follow-up, records management and compiling and creating reports.
- Manage calendars, coordinate meetings, and assist with travel arrangements for team members.
- Prepare agendas, attend meetings, and record minutes for meetings related to the international portfolio.
- Assist with student recruitment, admissions, intakes.

QUALIFICATIONS AND EXPERIENCE

- Diploma or certificate in office or business admin plus a minimum 3 years of experience working in an office admin role.
- Must be proficient with computers, especially MS Office.
- Strong skills in organization, data entry and customer service.
- Effective verbal and written communication skills are essential.
- Knowledge or experience working with Moodle and Unit 4 would be an asset.
- Demonstrated ability to work independently and provide sound decision making.
- Willingness and ability to travel.
- Successful applicant will be required to provide a current police information check.

ABOUT THE COLLEGE

Portage College has been serving the region for 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.



As an employee at the College, you will benefit from generous paid time off, participation in the College pension plan, excellent health and dental benefits, and access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses, or attending conferences or workshops.

HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to hr@portagecollege.ca. If you have any questions, call us at **780-623-5747**. Please note we do not accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

