

ATHLETICS & RECREATION ASSISTANT

Athletics and Recreation

Location: Lac La Biche campus
Position type: Full-time continuous
Salary: \$43,692 to \$56,664 per annum

Job number: 23-ASB3-06-PC
Posting date: January 30, 2023
Closing date: Until a suitable applicant is found

ABOUT THE POSITION

Portage College has an exciting opportunity for a highly-skilled admin support to provide a wide range of administrative services for the Athletic and Recreation Department, and provide administrative support to the Manager of Athletics and Recreation, Coaches of the Athletic Department and Recreation Programmer. Some of the responsibilities include:

- Provides customer service to students, staff and the general public, responding to inquiries for all athletic and recreation programs.
- Reception, word processing, data entry, records management and compiling and creating reports.
- Assist with game day logistics, including travel arrangements and itineraries.
- Process staff and student gym memberships, as well as student/family memberships for Portage Pool.
- Organize volunteers and assist at hockey and soccer games as required.
- Ensure appropriate delivery of game day events, as required by ACAC.
- Develop and manage athletic print material.
- Other duties as required.

QUALIFICATIONS AND EXPERIENCE

- Certificate in office or business administration.
- Previous experience working in Athletics, Recreation or recreational sports organization would be an asset.
- Knowledge of ACAC sports would be an asset.
- Strong skills in organization, data entry and customer service.
- Must be proficient with computers, especially MS Office.
- Proficiency in desktop publishing programs would be an asset.
- Effective verbal and written communication skills are essential.
- Demonstrated ability to work independently and prioritize workload.
- Ability to work sports games on evenings and weekends.
- Successful applicant will be required to provide a current police information check.

ABOUT THE COLLEGE

Portage College has been serving the region for over 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.

