

EXECUTIVE ASSISTANT

Student and College Services and People, Planning and Public Relations

Location: Lac La Biche campus
Position type: Full-time continuous
Salary: \$46,572 to \$60,408 per annum

Job number: 19-EAB5-52-PC
Posting date: November 29, 2019
Closing date: Until suitable applicant is found

ABOUT THE POSITION

The Executive Assistant to the Vice President, Student & College Services, and Vice President, People, Planning & Public Relations, requires excellent communication skills and the ability to multitask. This position provides support to both Vice Presidents managing schedules, priorities, various projects, as well as daily operations. This demanding position requires excellent keyboarding skills, as well as strong interpersonal and organizational skills and the ability to work independently. Some knowledge of student services, human resources and public relations would be useful, but not essential. This position requires the ability to work in a fast-paced, multitasking environment with strong customer service skills and flexibility.

Responsibilities include:

- Preparation of statistics, reports and briefings.
- Administrative support for the Vice Presidents. This includes: management/control of calendar, email, correspondence, decision making authority for specific responsibility, discretionary decision making in the absence of the VPs, and acts as a contact default for both in their absence. This position may also provide some supports for other service areas within the portfolios, as required.
- Forms management and development.
- Guidelines, position description updates and reviews as assigned.
- Preparation of meeting agendas, minutes and schedules. Management of documents for agendas and follow-up on action items as required.

QUALIFICATIONS AND EXPERIENCE

- Minimum diploma or certificate in Office or Business Administration. Equivalencies may be considered.
- Minimum five years of progressive administrative experience preferably in a post-secondary environment.
- Knowledge of Portage College programs and post-secondary admissions and registration procedures.
- Experience in records management and working knowledge of the Freedom of Information and Protection of Privacy Legislation.
- Must be self-directed and able to prioritize workload with little or no supervision.
- Strong computer knowledge, experience and skills to effectively and efficiently use a number of programs and systems, particularly MS Office. Applicants should have experience managing multiple calendars in Outlook and experience or an understanding of how to manage a senior leader's email.
- Strong written and verbal communication skills.
- Successful applicant will be required to provide a current police information check and driver's abstract.



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 and benefits plans and have 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.

