EMPLOYMENT OPPORTUNITY

SERVICE AREA:	**Post Secondary**
DEPARTMENT:	**Old Sun Community College**
POSITION:	**Executive Assistant**
WAGE:	**Wage based on Education and Experience**
TERM:	**2 Year Term**
DATE POSTED:	**July 30, 2026**
DEADLINE:	**August 13, 2026**

GENERAL STATEMENT OF DUTIES

Under the supervision of the Old Sun Community College President, the Executive Assistant will have the responsibility to provide administrative assistance to the OSCC President, Administration, Academic, and Post-Secondary staff.

DUTIES AND RESPONSIBILITIES:

- Overseeing all incoming and outgoing communications, including emails, phone calls, reports, and internal correspondence;
- Administrative support to processing and filing important documents, such as reports, contracts, meeting notes, emails, letters and minutes;
- Keeping the President's calendar up to date, including adding events, rescheduling appointments and providing daily briefings;
- Conducting research and creating reports on various topics related to OSCC Governance and Administration;
- Administrative support for the OSCC President and Board of Directors to arrange and set up meetings, travel arrangements, maintain minutes, record and circulate motions, book facilities, circulate meeting information, and prepare Board information;
- Planning and organizing events that take place externally and internally;
- Maintain important OSCC information and documents and organize physically, and electronically;
- Maintaining a high degree of discretion and confidentiality;
- Administer OSCC proposal and grants and reporting requirements;
- Administer OSCC governing documents, strategic plans, corporate reporting, Board of Director member administration and OSCC Accreditation files for FNAHEC WINHEC & NAIB etc;

MINIMUM QUALIFICATIONS

Knowledge, skills, and/or Abilities required:

- Must have excellent organizational skills, knowledge of general office procedures and computer competent;
- Excellent written and verbal communication skills;
- Work with confidential information and work collaboratively with staff and the general public;
- Must know how to set up, organize and maintain records;
- Must be willing to work in a team approach with all personnel in achieving goals and objectives of the college;
- Must be committed to following the overall policies of the Old Sun Community College;
- Must have Records Management experience;
- Perform other related duties as directed by the President;

EDUCATION AND EXPERIENCE:

- Business Admin Diploma or other related Administrative program;
- 4 years related experience working with executive level teams;
- Excellent knowledge of computer programs and associated skills
- Experience working with Siksika Nation members;

OTHER FACTORS:

- Must be familiar with Siksika language, culture and history;
- Must have respect for Siksika cultural traditions and ensure its inclusion within the overall curriculum of the Old Sun Community College;

WORK ENVIRONMENT:

- General office environment, normal amount of lifting, carrying or climbing that is inherent in most office jobs;
- Expectations of professional conduct during office hours and a positive attitude toward community at all times;
- Works with a team at varying capacities and must be able to work independently;

Resumes and cover letters should be emailed to rhonda.healy@oldsuncollege.ca before 4:30 pm of the posting closing date.

IMPORTANT: All applicants must include the following:

1. Diploma/Certificates and or/other pertinent related documents.
2. Clear Criminal Record Check.
3. A valid driver's license
4. A list of three references who will be sending letters of reference directly to OSCC

Please Note: Only **complete** applications will be considered. OSCC wish to thank all applicants and advise that only those candidates will be selected for an interview will be contacted.