



EMPLOYMENT OPPORTUNITY

SERVICE AREA: Old Sun Community College
DEPARTMENT: Indigenous Bachelor of Social Work
POSITION: Administrative Assistant
WAGE: Wage based on Education and Experience
TERM: 2 year Term Contract
DATE POSTED: September 3, 2026
DEADLINE: September 16, 2026

General Statement of Duties:

Under the supervision of the Old Sun Community College (OSCC) IBSW Program Coordinator, the Administrative Assistant will work closely with the IBSW Program Coordinator to support and assist daily. Work duties pertaining to preparation of daily correspondence, reports, and other material; office operations of equipment; and clerical duty performance of a general nature according to established office procedures at the OSCC.

DUTIES AND RESPONSIBILITIES: Duties include but are not limited to the following

- Overseeing all incoming & outgoing communications, including emails, phone calls, reports and internal correspondence
- Key in, edit proofread and finalize correspondence, reports, presentations and other documents from notes using Microsoft Word program; create and maintain Excel spreadsheets
- Edit and review IBSW course outlines; ensure readings, videos etc. are accessible, order textbooks
- Set up meetings, draft agenda, book meeting space circulate necessary documents, make travel arrangements, notify participants regarding scheduled meetings, update staff schedules/calendar
- Assist in coordinating/planning the IBSW yearly cultural camp, book camping area, arrange for catering (breakfast, lunch, supper, snacks), booking elders, knowledge keepers etc.
- Take minutes of meetings (that are conducted in Siksika)
- Assist with coordinating with IBSW students on meal planning, purchasing/picking up food supplies and cooking for the IBSW's pledge to feed the Horns at the Akokatsin (One day in mid-July)
- Assist with planning & organizing events both internally and externally
- Updating and keeping track of student progress, via grade input and management of student files, ensure final grades are submitted to Registrar each semester
- Maintain a high degree of discretion and confidentiality pertaining to administrative role, sensitive information that is being shared with respect to Oath of Confidentiality and privacy laws
- Assist with collection of resources for IBSW courses
- Send and receive messages and documents in scanning and/or electronic mail
- Maintains and updates a field placement (practicums) spreadsheet which is regularly updated to keep track of possible practicum placements for years 3 and 4
- Must be willing to travel with possible overnight stay
- Must be punctual and reliable
- Other duties as assigned

MINIMUM QUALIFICATIONS

Knowledge, skills and abilities:

1. Must have knowledge of office procedures and be computer competent
2. Must have excellent communication and interpersonal skills
3. Must know how to set up, organize and maintain records
4. Must be willing to work in a team approach with all personnel in achieving goals and objectives of the college
5. Must be committed to following the overall policies of the Old Sun Community College

EDUCATION and EXPERIENCE

1. Grade 12 Diploma plus 2 years Administrative Assistance experience
2. Office skills training and professional development training
3. Administrative Office Certification

OTHER FACTORS

Culture/Language

1. Knowledge of the Siksika Language or culture and history an asset
2. Must have respect for the Siksika cultural traditions and ensure its inclusion within the overall functioning of the College and within the confines of Old Sun Community College standards

WORK ENVIRONMENT:

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

IMPORTANT: All applicants **must** include the following:

- 1) A covering letter;
- 2) Curriculum Vitae; and
- 3) Copy of Driver's License
- 4) A list of three people who will be sending letters of reference directly to OSCC.
- 5) A Criminal Record Check.

Please direct application documents and letters of reference to the attention of:

Rhonda Healy
Human Resources Administrator
Old Sun Community College
P.O. Box 1250
Siksika AB, T0J 3W0
Email: rhonda.healy@oldsuncollege.ca

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