

## POSTING NOTICE

**COMPETITION #:** SC-231-2526

**POSTING DATE:** May 12, 2026

**CLOSING DATE:** May 22, 2026

**CLOSING TIME:** 12:00 PM

**POSTED:** INTERNAL / EXTERNAL

**POSITION TITLE:** Program Assistant

**CLASSIFICATION:** Office

**SALARY:** Level 4 – Non Instructional Salary Grid

**LOCATION:** Melfort, SK

**POSITION TERM:** As soon as possible – May 4, 2027

**HOURS OF WORK:** 1814.4 hours

**STATUS:** Temporary / Full-time

**IMMEDIATE SUPERVISOR:** Rebecca Cross, Manager, Post-Secondary Education & Admissions

Applications including Resume & Cover Letter to [humanresources@suncrestcollege.ca](mailto:humanresources@suncrestcollege.ca)

### **POSITION SUMMARY:**

Under supervisor direction, this position is primarily responsible for providing ongoing administrative and clerical support for the operation of College programs and services. Under minimal supervision, this position performs a variety of general office duties of varying complexity and assists their supervisor with the delivery of College programs. The incumbent is required to exercise initiative in determining the sequence in which tasks ought to be performed and the methods to be employed.

### **JOB DUTIES AND RESPONSIBILITIES:**

- Clerical level duties are part of this position. This includes preparation of documents, reports, statistics and processing them on a variety of equipment. This position is also responsible for incoming and outgoing mail of the staff they support.
- Performs a variety of high level word processing and desktop publishing tasks to support program staff.
- Prepares all program correspondence as required and assigned by program staff, including application acknowledgement letters, student acceptance letters, letters to funding agencies, student attendance letters, etc.
- Develops and maintains class lists.
- Makes appointments and travel arrangements for the program staff.
- Performs receptionist duties inclusive of receiving and directing telephone and walk-in inquires visitors/students, and provides available information about programs, student loans and College services.
- Maintains accurate filing systems in the area of programming and student records.
- Monitors and processes applicable forms and maintains basic statistical information in required format concerning all programs.
- May perform basic bookkeeping duties such as: cash receipts, bank deposits and reconciliations.

- Orders, receives and places on inventory supplies according to established purchasing procedures in area of program responsibility.
- Assist Coordinator in relevant programs by providing administrative support.
- Assist Coordinator with arrangement of facilities, materials, supplies and equipment necessary for the operation of the assigned programs.
- Monitor program activity and provide feedback to respective coordinator.
- Prepare status reports as required.
- Maintain and ensure accuracy and completes records relating to the programs.
- Maintain and respect the need for confidentiality within the system.
- Perform data base entry as required, which may include the student registration system.
- Other duties as assigned.

#### **QUALIFICATIONS:**

##### **1. Education & Experience**

- The minimum educational qualification for this position is a Business Diploma from a recognized post-secondary institution; must include demonstrated computer training, specifically including MS Office.
- The minimum amount of practical, related experience required to perform the duties of this position one year of related and relevant experience in an office setting.
- Demonstrated experience working in a cross-cultural environment.

##### **2. Knowledge, Skills & Abilities**

- **Communication Skills:** effective public relations skills: courteous and helpful reception and inquiry skills when dealing with customers, clients, etc. Proficiency in the use of grammar, spelling, punctuation, and proofreading in the English language.
- **Interpersonal Skills:** ability to work effectively and cooperatively with College staff, other agencies, and the general public. Maintains client confidentiality at all times.
- **Technical Skills:** Secretarial skills, including basic bookkeeping, typing, general office procedures, and general knowledge of the use of various types of office equipment. Proficient in the use of computer applications, including word processing, spreadsheets, the internet, email, and other software such as customized databases and student information systems. A minimum typing speed of 60wpm is required.
- **Accuracy:** Ability to transcribe accurately, relay messages, and correspondence, etc., with a high level of accuracy.
- **Organizational:** Task-planning, filing and record keeping, scheduling appointments, file reconciliation, etc. Ability to multi-task.
- Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.
- Ability to adapt to changing circumstances.
- Ability and willingness to perform position duties remotely. This includes having a dedicated workspace with reliable and sufficient internet connection along with the ability to self-motivate.
- Ability to access files remotely.
- Demonstrated familiarity with the tools and technologies that support working from home.

##### **3. Other Requirements**

- Satisfactory Criminal Record Check