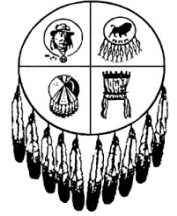


PEIGAN BOARD OF EDUCATION



Announcing the Availability of the Following Full Time Position:

Post-Secondary Education Administrative Assistant

Position: Full Time

Term: 12 months

Start Date: TBD

Position Summary

The PSE Administrative Assistant will assist the PSE Coordinator in the delivery of the Post-Secondary education program with a focus on PBOE post-secondary language initiatives. The student support worker is responsible for a wide variety of student support services and administrative duties, including administration and technical supports in addition to more complex functions and services for the Post-Secondary Education Department.

Position Responsibilities

- Monitor and provide wrap-around services to PBOE sponsored students
- Provide assistance with PBOE application processes
- Provide assistance with educational institution application processes
- Provide referrals and advocate for students who are experiencing challenges in their programs of study
- Provide support and encouragement to students
- Liaise with academic advisors to assist students in navigating through their programs of study
- Familiarize and gain knowledge of scholarship and bursary sources and provide assistance/guidance to students with applications
- Assist the PSE Coordinator in delivering information presentations
- Assist in administration duties such as preparing requisitions, letters, reports that require statistical data
- Assist in PBOE projects and activities

Qualifications & Education Requirements

- Minimum: Completion of 2 years of post-secondary courses
- Preference: Diploma or post-secondary courses in the area of Business Administration Diploma will be acceptable, or an acceptable combination of education and progressively responsible experience,
- Some direct work experience in an Administrative capacity
- Clean criminal record check and intervention check;
- Knowledge of Blackfoot/Piikani Language & Culture an asset;

Deadline: November 22, 2021 on or before 4:00 PM

Submit cover letter, resume AND copies of education requirements to:

PEIGAN BOARD OF EDUCATION - ATTN: Human Resources

Email: lpard@piikani.ca

Phone: 403-965-3910

Fax: 403-965-3713