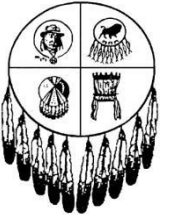


Peigan Board of Education Society

Announcing the Availability of the Following Full Time Position:



Post-Secondary Education (PSE)/Piikani Outreach Academy (POA) Administrative Assistant

Position Summary:

The PSE/POA Administrative Assistant is responsible for a wide variety of administrative duties, including technical and customer service support in addition to more complex functions and services for the Piikani Academy Programs, which includes Post-Secondary Education Department, Adult Education Program and PBOES Outreach Program. The PSE/POA Administrative Assistant must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Reports to: Post-Secondary Coordinator and POA Principal

Position Responsibilities:

- Assist the PSE Coordinator, in the delivery of the Post-Secondary Education program with a focus on post-secondary initiatives on the Piikani Nation at PBOE Academy;
- Provide assistance with PSE application processes for both on and off-reserve post-secondary programs and services
- Must be available to coordinate and monitor classes in the evenings and weekends as necessary;
- Filing: PSE student files, POA student files, financial records etc.
- Provide administrative and technology set-up assistance to instructors and students;
- Assist in entering data in excel and database formats such as Indigenous Services Portal
- Monitor student attendance in PowerSchool;
- Assist in preparing materials, creating displays and undertaking other supportive activities that will include purchase of grocery supplies and assist the students in meal preparation;
- Collect data for use in student evaluation;
- Report to teachers on observed student behaviors and outcomes;
- Complete incident reports when required;
- Complete daily communication entries;
- Monitor and administer equipment inventory records;
- Ensure PBOE policy manual and statutory regulations contain updated information;
- Update student hand books and/or assist in developing student hand books;
- Familiarize and gain knowledge of scholarship and bursary sources and provide assistance/guidance to students with applications;
- Communicate information accurately;
- Schedule, organize and prepare materials needed for meetings;
- Take meeting minutes and complete record of decision for meetings as requested;
- Assist in administration duties such as preparing requisitions, letters, reports that require statistical data as requested
- Provide administrative support to the PBOES Board Office, projects and activities;
- From time to time PBOE may be involved in community projects: The POA/PSE Administrative Assistant will assist in the projects as required (i.e. Open House)
- Must be willing to sign an Employee Confidentiality Agreement. All information gathered and or acquired while working on the premises of Peigan Board of Education shall be kept confidential at all times.
- Must be willing to do labour tasks – assisting with moving file boxed and cleaning offices
- Perform receptionist duties for office front desk;
- Must be willing and able to shop for supplies/food, prepare snacks and food for students and Elders
- Other duties may be assigned as needed.
- May be assigned to perform receptionist and customer service support in the front desk area of the Peigan Board of Education board office.

Qualifications & Education Requirements:

- Minimum grade 12 or equivalent with Administrative Assistant experience preferred
- A valid Alberta Driver's license
- Must have satisfactory outcome of background (criminal record & child welfare information system) and fingerprinting check and drug screening prior to starting employment
- Knowledge of Blackfoot/Piikani Language & Culture is preferred
- Ability to work in a team environment, as well as with limited supervision
- Being Patient & Compassionate are essential characteristics when working with youth & adult learners
- Familiar with PowerSchool & PASI
- Good working knowledge and ability to use programs in the Microsoft Suite i.e., Word, Excel, Teams, Google & Google Classroom
- Ability to lift up to 25 pounds

Deadline: June 10th, 2026

Submit cover letter, resume, references letters (3), copies of education requirements:

PEIGAN BOARD OF EDUCATION - ATTN: Human Resources

Email: trunningrabbit@piikani.ca & lpard@piikani.ca

Phone: 403-965-3910