

# Office Program Assistant (Sioux Lookout)

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## Position Details

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### Position Information

<b>Position Title</b>	Office Program Assistant (Sioux Lookout)
<b>Posting Type</b>	Temporary
<b>End Date (if applicable)</b>	08/30/2024
<b>Classification Title</b>	App G Student
<b>Pay Band</b>	1
<b>Min Salary</b>	\$16.55
<b>Max Salary</b>	\$16.55

<b>Position Summary</b>	Duties and responsibilities will include: <ul style="list-style-type: none"><li>• Preparing and distributing materials.</li><li>• Assisting with application and registration inquiries.</li><li>• Creating files for upcoming programs.</li><li>• Assisting in the preparation of materials and plans for orientations.</li><li>• Updating bulletin boards.</li><li>• Helping in the preparation and delivery of programs and events.</li><li>• Providing basic office support and services to students, staff and instructors including but not limited to photocopying, faxing, typing, answering phones, and filing.</li><li>• Completing COVID Screening of students/staff at the Campus (if/as required)</li><li>• Other duties as assigned.</li></ul>
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<b>Location/Campus</b>	Sioux Lookout Campus
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### Education

<b>Minimum level of formal education required for the position</b>	Partial Secondary School Completion
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**Specific course(s), certification, qualification, formal training or accreditation required for the position**

### Additional Requirements

- Excellent organizational and communication skills;
- Ability to problem-solve, take initiative and be a team player;
- Ability to take direction from staff and instructors; and
- Excellent customer service skills.

### Field(s) of Study

- Must be a full-time post-secondary student at Confederation College in the 2023-24 academic year (minimum – attending entire winter 2024 semester). \*Full-time is defined as having a minimum 60% course load, or 40% if you have a permanent disability;

- Must be returning to Confederation College as a full-time post-secondary student in September 2024 and have submitted a confirmation of enrolment form to the Financial Aid department;
- Must demonstrate financial need which is determined by submitting a financial needs form to the Financial Aid department;
- Must be a Canadian citizen, permanent resident, protected person or an International Student of Confederation College who is legally eligible to work in Canada;

### Experience

**Typical number of years of experience, in addition to the necessary education level, required to perform the responsibilities of the position** Less than one (1) year

### Type of Experience

### Posting Detail Information

**Posting Number** SU-P-24-96P

**Close Date** 03/10/2024

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## Reference Collection Settings

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### Reference Collection Settings

**Minimum Requests** 0

**Maximum Requests**

### Reference Related Instructions

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. Please indicate if you are enrolled as an international or domestic student.
  - o international student
  - o domestic student

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## Documents Needed to Apply

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Required Documents

1. Resume
2. Cover Letter (Address to Human Resources)

Optional Documents

None