



Red Crow Community College is a First Nations college with locations in Standoff and Lethbridge. Our mission is to meet the cultural, educational, and training needs for Kainaiwa and beyond. The college provides leadership through its programs and service to nurture self-realization based on Kainaissinni.

We are currently seeking a part-time Administrative Clerk to work in the capacity of Program Assistant at our main campus in Standoff. Program Assistants function at a high level to support all aspects of college and university programming.

Program Assistants require a Certificate or Diploma in Office or Business Administration and a minimum of three years of administrative support in an educational setting, preferably in a college or university setting. They have demonstrated proficiency in office experience through computer skills that include word processing and spread sheets, the use of data bases, and web content management systems. They are also personable and helpful, with an understanding of research practices that support an academic environment.

This is a term position for two full days or three part days per week and supports all university transfer and diploma programs.

All applicants are required to submit proof of qualifications, a resume, a criminal record check, and 3 professional references.

**Employment
Opportunities**

**Administrative
Clerk I**

Program Assistant

**Further information on
this position can be
found on our website.
We thank all candidates
and will only contact
those to be interviewed.**

**RED CROW
COMMUNITY COLLEGE**

PO Box 1258
Cardston, AB T0K 0K0
www.redcrowcollege.com

Apply by October 11 in
writing to the attention of
Dr. Betty Bastien or online at
HR@redcrowcollege.ca