



Employment Opportunity

Job Title: Student Services Assistant

Location: Enowkin Centre, Penticton, BC

Position Specification: Permanent Full-time

Application Deadline: 4:30 pm - Friday January 20, 2023

The Student Services Assistant will provide administrative support to the Academic Records Maintenance Coordinator, the Academic Programs Manager and the Arts, Culture and Higher Learning Manager.

Duties:

- Organize an Excel spreadsheet tracking credits to determine course planning and completion credits towards the nsylxcen Certificate and Diploma program; Foundations Indigenous Fine Arts Program
- Work with Academic Records Maintenance Coordinator to organize existing files in sections: Course Registrations (per semester – per course); Individual Student Files by year. Scan and digitize.
- Organize and purge existing unfiled Student Services correspondence under the supervision of Academic Records Maintenance Coordinator, the Academic Programs Manager and the Arts, Culture and Adult Higher Learning Manager.
- Assist with organizing binders for course syllabus/section requests/Criminal Record Check/Resumes of Faculty.
- Assist Arts, Culture and Adult Higher Learning Manager with organizational files/correspondence of department and light duties when requested.
- Assist the En'owkin Team in special events and initiatives to advocate a positive relationship with the Syilx People in its mandate.

Submit your resume to: Human Resources
EN'OWKIN CENTRE
154 Enowkin Trail
Penticton, BC V2A 0E1
Email: enowkin@vip.net
Fax: 250 493-5302