



## **Employment Opportunity**

**Job Title:** Student Services Assistant

**Location:** Enowkin Centre, Penticton, BC

**Position Specification:** Permanent Full-time

**Application Deadline:** Thursday September 29, 2022 4:00 PM

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:

- Work with Academic Records Maintenance Coordinator to maintain an accurate and up to date database of student registrations and records, and file systems for past and current students.
- 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 Academic Records Maintenance Coordinator with maintaining and organizing student services records including course schedules / section requests, course syllabus, class lists and other related items.
- Support Academic Records Maintenance Coordinator with student requests as directed including answering phones and taking messages, and ensuring that all relevant items of student files are maintained.
- Assist the Academic Records Maintenance Coordinator, the Academic Programs Manager and the 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](mailto:enowkin@vip.net)  
Fax: 250 493-5302