



CAREER OPPORTUNITY

GROW WITH US

Program Assistant

Northern College is seeking a Program Assistant in our Northern Training Division. The successful candidate will be able to work independently and collaboratively in a fast-paced environment, and possess organizational skills, effective communication skills (verbal and written), will be able to adapt to change, and proficient with computer software including Word, Excel, MIS, and Databases.

At Northern College, we're committed to the ongoing success and development of everyone who passes through our learning spaces, whether they be our students, employees or community members. We believe in investing in those who invest in us, constantly working to build a collaborative and friendly working environment while offering top tier benefits and generous pension packages to our eligible full-time employees with purposeful, rewarding work, supportive supervisors and positive, engaged work teams.

Reporting to the Manager, Community and Business Development, the successful candidate will provide administrative support to the Executive Director and the Managers of Community and Business Development, and the Northern Training Division team by assisting in the coordination, development, implementation, delivery, evaluation and follow up of courses, brokered services, special projects, sponsored and employer-based training programs.

What you will be doing:

- Prepare, maintain, and process documentation to ensure that courses, services, projects, and programs run smoothly and according to guidelines and contracts;
- Provide administrative support for Division and liaises with internal staff from various departments, instructors, and prospective and current clients, students, employers, partners, sponsoring agencies, and the public;
- Coordinate projects as required, draft/forward correspondence, and recommend changes in department workflows and procedures that increase efficiency; and
- Facilitate communication amongst internal/ external stakeholders.

A detailed job description is available from the Human Resource Services department.

What you will need to be considered:

- Two (2) Year diploma in Office Administration or equivalent/ related field; and
- Minimum three (3) years of related work experience.

What Northern has to offer:

- Defined benefit pension plan;
- Professional development opportunities;
- Wellness programs; and
- Employee Assistance Program.

The incumbent may be required to provide a criminal reference check.

As part of Northern College's action on reconciliation, the College recognizes its responsibility to make a difference through increasing the number of Indigenous employees who work in the academic field. We encourage applicants who identify as Indigenous to apply.

Northern College is committed to an inclusive, barrier-free selection process. To request reasonable accommodation at any time during the selection process, please contact the Human Resource Services department. Information received relating to accommodation needs of applicants will be addressed confidentially.

Northern College values diversity and is an equal opportunity employer.

We thank all applicants for their interest in Northern College, only those to be interviewed will be contacted.

To apply, submit your covering letter and resume online at www.northerncollege.ca/careers/

CLASSIFICATION: Support Staff

STAGE: External

STARTING SALARY: \$31.05

START DATE: Immediately to July 31st, 2025

HOURS OF WORK: 35 hrs/wk

STATUS: Full Time – Leave Replacement
(Appendix D)

CAMPUS: Timmins

SALARY RANGE: \$31.05 to \$35.99 (Payband F)

CLOSING DATE: October 10th, 2024

COMPETITION#: 24-31