

Employment Opportunity: Early Learning and Child Care and Community Based Environmental Monitoring Programs Administration Assistant Position.

Aligning with the BQ philosophy, vision and mission statements, the ELCC & CEMT Administration Assistant works alongside and reports to the Program Coordinator. The assistant is responsible for carrying out the routine clerical & administrative duties for the ELCC & CEMT program as well as assist during online classes.

Responsibilities & Specific Duties:

- Giving and receiving applications forms for potential students;
- Preparing and up-dating class lists;
- Sending/giving information to potential students;
- Assisting in scheduling timetables;
- Ensuring that deadlines (for applications, registrations, withdrawals) are met;
- Work closely with the registrar's department in application process, student registration, and course registration;
- Handling routine correspondence;
- Maintaining an up-to-date filing system;
- Handling telephone enquiries regarding program;
- Assisting with acceptance /termination letters;
- Creating, organizing and maintaining efficient paper and electronic filing systems;
- Assist with ordering, cataloguing and preparation of course materials;
- Assist with the planning and delivery of special program events and general UnBQ activities/events;
- Facilitate practicum placements and process;
- Ensuring applications fee payments are directed to Registrar's Department.
- Other duties as assigned.

Skills & Abilities

- Ability to work quickly and independently;
- Excellent computer and smart board skills;
- Good time management skills;

Qualifications

- Office Administration certificate or equivalent;
- Advance computer skills including proficiency in Microsoft Office Suite;
- Excellent Interpersonal, verbal and written communication skills;
- Proven time management and personal organization skills;

Posted: September 14, 2026

Closing Date: Until suitable candidate found.

Please send cover letter and resume to Sheila Poitras, Executive Assistant at UnBQ Box 279, St. Paul, AB T0A 3A0 Email sheilap@bluequills.ca.