

COLUMBIA COLLEGE CAREER OPPORTUNITY INTERNAL/EXTERNAL POSTING

NOTE:	Clarification of Terms
Must; Shall; Will:	These words or phrases indicate actions or activities that are <i>essential</i> or <i>mandatory</i> .
Should:	This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.
May or Could; Can:	These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

POSITION: Admissions Advisor

PROGRAM/DEPARTMENT: Student Services Department

REPORTING TO: Student Services Manager and/or Designate; Program/Department Manager

DEADLINE TO RECEIVE APPLICATIONS: Open posting

DATE POSITION IS TO COMMENCE: As mutually agreed

Description

A detailed position description will be emailed to interested candidates upon request.

Qualifications

The ideal candidate for this position will have completed 4 years of post-secondary education specializing in education, healthcare, social sciences, and/or business administration. The ideal candidate will be a highly organized team player and effective communicator. They will possess strong interpersonal skills, have a keen desire to learn and grow, be open to change and have a strong work ethic. They will be a career oriented professional who focuses on continuous improvement, customer satisfaction, and excellent results. This highly motivated individual is sincere in their desire to help others succeed and works well with limited supervision.

The ideal candidate should possess the following computer skills: over 45 net words per minute keyboarding; Intermediate Microsoft Word and Excel; familiar with Internet and web searching; experience working with databases.

Other skills and experience that are highly desired for this position include: experience working with students; experience in positions that demanded problem-solving and critical thinking.

PLEASE NOTE: This is a part-time position that will include working two to three evenings per week until 7:30 pm.

Interested candidates should submit a resume to Lucy Dooley at lucyd@columbia.ab.ca. They should include a cover letter stating their date of availability, four work-related references including their current and past supervisor(s), and their (hourly or yearly) salary expectation.