

**COLUMBIA COLLEGE
CAREER OPPORTUNITY
INTERNAL/EXTERNAL POSTING**

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 a certificate, diploma or degree specializing in such areas as, but not exclusive to, education, health care, social sciences, and business administration. Education and experience in customer service, counselling, and career advising would be considered an advantage.

The ideal candidate will be a highly organized team player and effective communicator who will possess strong interpersonal skills, fluent and accurate spoken English, and excellent written skills. The ideal candidate should possess the following computer skills: minimum of 60 net words per minute keyboarding, Intermediate Microsoft Word and Excel, Internet and web searching experience, and be comfortable working with databases.

Columbia College seeks employees with a keen desire to learn and grow, work in an ever changing environment, and have a strong work ethic. This individual will be a career oriented professional who focuses on continuous improvement, customer satisfaction, and excellent results. While this is an admissions advisor position, the individual would embrace the opportunity to cross train in other student services positions. This highly motivated individual is sincere in his or her desire to help others succeed and works well with limited supervision.

PLEASE NOTE: This is a part-time position that may include working one or two evenings per week until 7:30 pm.

Interested candidates should submit a resume to Lucy Dooley, Manager of Student Services at lucyd@columbia.ab.ca. or fax to (403) 272-3805. The cover letter should state date of availability, four work-related references including current and past supervisor(s), and (hourly or yearly) salary expectations. Please note that references will not be called until there is a mutual agreement on the potential for employment.