



**Job Opening:
Administrative Support**

Position: Academic Administrative Assistant

We are looking for a highly motivated individual with strong communication skills capable of working independently on a variety of administrative functions.

You will provide administrative support to the Academic Administrator and the Registrar, assisting with compiling academic data and ongoing research projects. You will be responsible for prioritizing and organizing the academic tasks and projects that come from both the Academic Administrator and the Registrar. Your superior organization skills will ensure the efficient tracking and follow-up of email requests that come from various college departments. Proficiency with Excel and Word in a Windows environment will be essential to your success.

Qualifications:

- A Diploma or Bachelor's Degree from an accredited institution combined with two or more years of administrative experience is preferred.
- Must have an energy level reflecting itself in excellent work habits and a positive work ethic. Possesses individual initiative within general assigned work guidelines. Presents a pleasant, service-oriented manner in person or on the telephone.

This is a yearly renewable 1.0 (5 days/week) contract position.

Current Start Date: April 15, 2009

Please submit resume and covering letter to:

**Vanguard College
Academic Department
c/o Karla Leshner
12140 103 street
Edmonton, AB
T5G 2J9**

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Fax (780) 452-0808