

Campus Administrator

We are looking for a full-time Campus Administrator to oversee all administrative tasks for our Canadian Tourism College Campus.

What will you do?

As a member of our administration team, you will be responsible for management of student records, preparing documents, greeting students and guests to the location, answering phone calls and supporting the Campus Director. While trained to support both Canadian Tourism College and Sterling College which both operate at the same location, your primary focus will be supporting Canadian Tourism College, its staff and students.

In 2020, Sterling College announced its Public-Private-Partnership with Red Deer College (RDC) for 3 career training programs: Diploma in Network Administration, Diploma in Software Development and Post-Graduate Certificate in Healthcare Practice and Management. Students enrolled in these programs at Sterling College will be enrolled at RDC and, upon graduation, qualify for dual credentials. As the Sterling College Campus Administrator, you will have a specific responsibility to support the efficient flow of information from Sterling College to Red Deer College.

As this position is at the front line of student interaction, it is important that the Campus Administrator meet, greet, interview, problem-solve and provide student services in a friendly, courteous and professional manner.

What do you need to have?

- Minimum 1 year in an administrative role
- Care, courtesy, humour, compassion, positivism, empathy, etc.
- A friendly, courteous, professional personality and manner.
- Computer proficiency in WordPerfect, Microsoft Word, spreadsheets, database management and a good working knowledge of common modern office equipment.
- Strong communication (both orally and written) and interpersonal skills
- Exceptional organizational skills
- Ability to work with minimum supervision
- Ability to discuss solution oriented ideas with management
- Professional appearance and businesslike manner at all times

Some of the duties will include:

- Ensures compliance with the Private Training Institutions Branch, Provincial and Federal Student Loans and any national expectations and standards for quality education.
- Responsible for administration of student records and to oversee the organization and appropriate storage of these records.

- Supporting students by preparing documents needed to support their career journey.
- Preparing documentation for submission to Red Deer College on behalf of students and the College
- Conducting follow ups with graduates to record post-graduation employment outcomes.
- Handling student correspondence, finances, scheduling, and registering students
- Answering telephones, providing callers with general information regarding courses.
- Process outgoing/incoming mail.
- Organize special events.
- Create tax forms for students.
- Manage bulletin board, job board.
- Facilitate evaluations of the college.
- Keep area clean and any student information secured at all times.

This is a permanent full-time position.

Hours are: Monday to Friday 8:30am to 5:00pm

Compensation: \$37k-\$40k- based on experience and education.

If you think you are fit for the job, please send your resume and a cover letter to hr@tourismcollege.com

Please note that only applicants who pass the screening will be contacted. We thank you in advance for taking the time to apply with Sterling College.