



## **Saskatchewan Distance Learning Centre**

**Main office:  
408-5<sup>th</sup> Avenue  
Kenaston, SK S0G 2N0  
306-252-1000**

Saskatchewan Distance Learning Centre (Sask DLC) provides high-quality Kindergarten to Grade 12 online learning opportunities for students throughout Saskatchewan. We are dedicated to continuous improvement and growth, leadership at all levels, academic excellence, and a strong, cohesive culture. This is accomplished through providing learning opportunities that are responsive to students, families and communities while meeting the needs of our growing and diverse province.

### **Administrative Assistant**

The Saskatchewan Distance Learning Centre requires a continuing, full-time Administrative Assistant. The position will be located in Saskatoon or Kenaston, based on the principal residence of the successful candidate and commence on December 2, 2024, or other mutually agreed upon date.

Sask DLC is a newly formed Treasury Board Crown Corporation in Saskatchewan, created to deliver high-quality and equitable online learning programs to students across the province. Sask DLC's head office is located in Kenaston, with an administrative office in Regina, and nine regional campuses located in Swift Current, Moose Jaw, Estevan, Yorkton, Saskatoon, Nipawin, Prince Albert, Neilburg and La Ronge. Sask DLC delivers online programming to full-time K-12 students and part-time students attending schools across the province.

#### **Administrative Assistant Responsibilities**

Reporting to the Executive Director of Information Technology, you will:

- have excellent communication and interpersonal skills in order to provide a variety of administrative support functions for the Corporate Services Division;
- be responsible for corporate purchasing and invoice payments;
- be able to create, format and proofread a variety of documents including tables, reports, letters, memos and government referrals;
- demonstrate ability to manage meeting and workshop logistics;
- have the skillsets to photocopy, scan and file documents;
- have time management skills and pay attention to details that will assist you in managing a demanding and changing workload while ensuring quality work and discretion when dealing with confidential information;
- be a team player, able to both lead and collaborate;
- be flexible and a highly motivated individual who enjoys a fast-paced environment with diverse job expectations.

#### **Background and Competency Requirements**

As the successful candidate, you must have the knowledge and ability to use a wide variety of computer applications such as word processing, spreadsheet applications, and databases to input and extract information and run specialized reports.

Typically, the knowledge and experience required for this position will be acquired through the successful completion of an office education certificate and/or several years of experience working in an administrative position.

**What We Offer:**

Sask DLC is committed to workplace diversity which reflects the students and communities we serve. Applications are encouraged from First Nations and Métis candidates.

Salary (Year 1: \$20.75/hr to Year 5: \$23.60/hr) and benefits for this position will be in accordance with the negotiated Collective Agreement with CUPE 4802. Sask DLC is presently negotiating a local CUPE 5544 Agreement with its members.

Any questions regarding this position can be directed to:

Jessica Foster, Executive Director of Information Technology - [jessica.foster@saskDLC.ca](mailto:jessica.foster@saskDLC.ca)

Interested applicants are invited to complete an online application and include a resume and cover letter. Applicants can register/log-in with Sask DLC and create an account at the following address: <https://saskdlc.simplification.com/WLSBLogin.aspx>

Applications will remain open until November 28, 2024.

\*The successful candidates will be required to submit a satisfactory criminal record check (vulnerable sector) as a condition of employment.

\*We thank all those who apply for this position; however, only those selected for an interview will be contacted.