



PASTORAL CARE COUNSELLING/ACADEMIC SUCCESS CENTRE ADMINISTRATIVE ASSISTANT

Term position (12 hours per week; up to 16 hours during IEP season)

Start Date: August 16, 2021 End Date: May 6, 2022

Closing Date: open until position is filled

Vanguard College is a bible college and discipleship training school with 220 students on campus, 63 students on-line and approximately 30 staff that seek to represent the College with excellence, advance the mission to develop and mobilize Spirit-empowered leaders to be fruitful in God's mission, and uphold the shared vision and values of Vanguard College. Vanguard makes a significant contribution in shaping and inspiring the next generation of leaders for the kingdom of God in Alberta and beyond and also equips a wide range of essential support roles in churches and para-church organizations. Vanguard College offers certificates, diplomas and degrees in Pastoral, Youth, Missions, Children's and Family Ministry, Worship, and Pastoral Care & Counseling, Christian Ministry and Discipleship.

Key Functions

To ensure the smooth running of the Academic Success Centre and to provide administrative support to the Academic Success Centre activities and initiatives. The Assistant will work closely with the Director to produce individualized education plans for students who need support. In addition, the Assistant may also assume tutoring duties. The Assistant will also support the Pastoral Care and Counselling Director by providing administrative support to the Pastoral Care and Counselling program, coordinating first-year practicum placements and curricular and extra-curricular program activities.

Skills and Responsibilities

1. Excellent organizational, administrative, and management skills when working with staff and faculty members.
2. Excellent written and oral communication skills.
3. Strong computer skills, including word processing and data management using tools such as MS Office suite in a Windows environment.
4. Ability to manage multiple priorities in a fast-paced environment through to successful completion.
5. Able to work independently and as part of a team.
6. Ability to handle and maintain confidential material and information.
7. Excellent attention to detail.
8. Proficient management of hard copy and social media information.

Education and Experience:

- Post-secondary Diploma or Degree
- Preference will be given to those with experience in Special Education assistance
- Evidence of life and experience in like-minded Christian community

We thank all applicants for their interest. If you identify with these values and possess these skills, please send your cover letter and resume attention Candace Derksen at humanresources@vanguardcollege.com.

Please note in the subject line: **PCC/ASC Administrative Assistant - Vanguard College.**