



## Employment Opportunity

### Sturgeon Lake School

#### **Student Services Administrative Assistant**

##### **Roles and Responsibilities**

Sturgeon Lake School is looking for highly motivated professional to support the SLCN Education department. The Student Services Administrative Assistant will assist SLCN by supporting educational programming and implementing strength based practices to enhance student success and yearly programming.

The Student Services Administrative Assistant will work under the direction of the SL School Principal who retains the responsibility for planning, instruction, development and supervision. Teamwork, good communication, showing initiative, ability to work independently and patience are all important skills to be successful.

##### **Key Responsibilities**

- Working to update and the development of a SLCN Education database to serve the Nation where parents must register with SLCN Education department in order to access support services.
- Tracking of all students on and off reserve and keeping up to date records.
- Updating contact information for parents/guardians.
- Preparing annual records in coordination with both on and off reserve education institutions.
- Monitoring high school mapping and planning (jr. /sr. high school) to enhance the support services for the young adults, explore the options that are currently available in school to enhance the probability of success.
- Plan, implement and monitor all extracurricular and support services, invoices and payments.
- Attend and document educational meetings.
- Assist, plan and facilitate student events (during summer as well) that instill belonging and pride in all educational environments.
- Oversee the summer student coordinators to ensure programming and services are provided during summer months.

##### **Qualifications**

- High School Diploma (post-secondary degree/experience will have priority)
- Computer and technical skills are needed (knowledge of how to use Google Docs, Word, Adobe and Excel) and is willing to be trained in educational software programs.
- Needs to be motivated, trustworthy and professional.
- experience in educational settings is an asset
- candidate will have a professional demeanor and possess strong organizational skills
- Experience with youth
- Strong connection with community and families
- Superior time management skills
- Excellent oral and written communication skills
- Dependable & Punctual
- Dependable transportation
- Valid driver's license

##### **Your application should include**

- Cover letter, detailed resume, three references with current contact information
- A current Criminal Record Check (including Vulnerable Sector Check), and cleared AB Intervention Check - both dated within the last six months

**Deadline: Wednesday, August 11, 2025**

**By 3:30 pm**

Email or submit your resume with relevant documentation to:

[Admin.assistant@slschool.ca](mailto:Admin.assistant@slschool.ca)