

**Warning: While logged in, navigate only using the provided buttons and links; your browser's 'Back', 'Forward', and 'Refresh' buttons may cause unexpected results. Using a public computer?** Please logout when finished to protect your privacy. The "Logout" button is located at the top, right-hand corner of the page.

## Job Order Detail

[Home](#) | [Search Jobs](#) | [Job Order Detail](#)

### One Stop Associate - Weyburn



**Job Order #:** 6163459

**NOC:** 40020

#### Application Information

**Employer Name:** Southeast College  
**Wage/Salary Info:** Level 4 - \$28.37---\$33.73

**Employer Name:** Southeast College

**Posted Date:** 25-Sep-2024

**Contact Name:** Human Resources

**Location:** WEYBURN  
[Map it](#)

**Contact Email:** [careers@southeastcollege.org](mailto:careers@southeastcollege.org)

**# of Positions:** 1

**Employer Website:** <https://www.southeastcollege.org/the-college/career-listing/>

**Employment Terms:** Temporary:P-T

**Length of Employment:** 0.5 Term FTE until June 30, 2025

**Apply By:** 08-Oct-2024

**How to Apply?:** Email your resume and cover letter to [careers@southeastcollege.org](mailto:careers@southeastcollege.org) citing "One Stop Associate - Weyburn" in the subject line.

### Description

Southeast College is seeking a dynamic and highly motivated individual for the position of One Stop Associate for a Term Part Time position located in Weyburn. The One-Stop Service Associate will provide students and stakeholders with a holistic service experience in the areas of, but not limited to, academic records, program information such as entrance requirements and articulation agreements, registrations, loans, billing, payment, housing and community services (i.e. food banks).

One-Stop Associate will:

- Gather information and documentation from internal and external clients.
- Ensure the delivery of services in a warm and welcoming environment, identifying and addressing confidential and sensitive matters with courtesy, understanding, and responsiveness.

Competitive salary.

Comprehensive benefits package including pension.

Vacation Leave and other types of leave.

Professional development opportunities.

Inclusive work environment.

Southeast College welcomes applications from all qualified candidates who are legally entitled to work in Canada. We thank all candidates for their interest. Only candidates selected for an interview will be contacted.

For a full job description, go to <https://www.southeastcollege.org/the-college/career-listing/>

Recommend 0

Share

 [Email a Friend](#)

 [Print This Job](#)

Post

Save

Share



Vous désirez plus d'information  
en français sur ce poste?

[Contactez-nous!](#)

[Home](#) | [Search Jobs](#) | [Job Order Detail](#)

**Warning: While logged in, navigate only using the provided buttons and links; your browser's 'Back', 'Forward', and 'Refresh' buttons may cause unexpected results. Using a public computer?** Please logout when finished to protect your privacy. The "Logout" button is located at the top, right-hand corner of the page.



© 2024 SaskJobs. All rights reserved.

[Privacy Statement](#) | [Disclaimer](#) | [Copyright](#) | [Contact Us](#) | [Mobile Site](#) | [Site Map](#)