

<b>**As per Article 4.6, this competition is posted internally and externally. External applications will be reviewed only after the internal process is complete**</b>	
<b>Title</b>	<b>One Stop Associate</b>
<b>Wage/Salary</b>	SGEU Level 4 - \$28.37- \$33.73/hour
<b>Posted Date</b>	January 22, 2026
<b>Location</b>	Estevan
<b># of Positions</b>	1
<b>Employment Terms</b>	1.0 FTE
<b>Length of Employment</b>	ongoing
<b>Apply by:</b>	<b>5:00pm on February 1, 2026</b>
<b>How to apply</b>	Email your resume and cover letter to <a href="mailto:careers@southeastcollege.org">careers@southeastcollege.org</a> citing “ <b>One Stop Associate- Estevan</b> ” in the subject line.
<b>About US:</b>	Established in 1975, Southeast College shapes the workforce of southeast Saskatchewan, fostering community growth. Committed to innovation and sustainability, we offer diverse programs that equip students with the skills and knowledge for success in their fields.
<b>Position Summary</b>	<p>We are seeking a dedicated and detail-oriented customer service professional to join our team as a One Stop Associate in Estevan.</p> <p>This position will provide Southeast College students and stakeholders with 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).</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>- One-year post-secondary certificate in Business, Office Admin, Computer Science, or related field.</li> <li>- Minimum of two years of relevant customer service experience.</li> <li>- Commitment to high-quality customer service for students and families.</li> <li>- Experience in documentation, electronic filing, and policy application.</li> <li>- Excellent oral, written, and interpersonal communication skills; multilingual preferred.</li> <li>- Strong problem-solving and analytical abilities.</li> <li>- Dependable, reliable, and professional demeanor.</li> <li>- Proficient in Microsoft Office and college registration systems.</li> <li>- Willingness to learn new technologies and applications.</li> <li>- Detail-oriented, organized, and flexible.</li> </ul>
<b>What we offer</b>	<p>Competitive salary.</p> <p>Comprehensive benefits package including pension.</p> <p>Vacation Leave and other types of leave.</p>

**Internal Use Only**

Last reviewed: April 2024

Next Review: June 2025

	Professional development opportunities. Inclusive work environment.
	<p>Southeast College is committed to an inclusive and accessible recruitment process. Applicants requiring accommodation during any stage of the hiring process are encouraged to contact Human Resources in advance.</p> <p>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.</p> <p>For a full job description, go to <a href="https://www.southeastcollege.org/the-college/career-listing/">https://www.southeastcollege.org/the-college/career-listing/</a></p>