

Title	Administrative Summer Student
Wage/Salary	SGEU Level 1, Step 1, \$20.44/hour
Posted Date	January 15, 2026
Location	Weyburn
# of Positions	1
Employment Terms	Term position
Length of Employment	May 4, 2026, to August 21, 2026
Apply by:	5:00 p.m. on January 30, 2026
How to apply	Email your resume and cover letter to careers@southeastcollege.org citing "Administrative Summer Student" in the subject line.
About US:	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.
Position Summary	<p>We are seeking a highly organized and detailed oriented Summer Student to join and support our HR team in Weyburn. Reporting to the VP, HR & Org Development, the ideal candidate will be proactive, efficient, and capable of handling a variety of complex and sensitive administrative duties to ensure the smooth operation of HR functions.</p> <p>The Administrative Summer Student would:</p> <ul style="list-style-type: none"> • Assist HR staff in preparing, scanning, and uploading employee records into the new HRIS platform. • Support the digitization of payroll archives, ensuring compliance with record retention and accessibility standards. • Provide general administrative assistance, including preparing materials for training and onboarding, and supporting process documentation. <p>To be eligible, youth must:</p> <ul style="list-style-type: none"> • be between 15 and 30 years of age at the beginning of the employment period • be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the <i>Immigration and Refugee Protection Act</i> for the duration of the employment and • have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
What we offer	Competitive salary. Inclusive work environment.

Internal Use Only

Last reviewed: April 2024

Next Review: June 2025

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.

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/>