



## JOB DESCRIPTION

### Administrative Assistant (Summer Student)

#### POSITION SUMMARY

The Administrative Assistant (Summer Student) provides essential support to the Human Resources and Payroll Department during a period of administrative modernization. This role contributes directly to the transition to the new Human Resources Information System (HRIS) and to the digitization of payroll archives. The position requires strong organizational skills, meticulous attention to detail, and a commitment to maintaining confidentiality.

**LEVEL** 1

**LOCATION** Weyburn

#### SCOPE OF WORK

1. Division: Human Resources & Payroll
2. Function: Office Staff
3. Supervisor: VP, Human Resources & Organizational Development
4. Direct Reports: None
5. Budget Responsibility: None

#### RESPONSIBILITIES

**Typical duties of the Administrative Assistant may include, but are not limited to:**

- Support the HR and Payroll teams with a variety of administrative tasks, including document preparation, form templates, data entry, and digital/physical filing.
- Take a lead role in scanning, organizing, indexing and uploading payroll and HR documents as part of the College's HRIS implementation and digitization initiatives.
- Maintain strict confidentiality when handling sensitive employee information and organizational records.
- Assist with identifying minor process gaps and suggesting improvements related to filing, digitization and document tracking within the HRIS.
- Assist with tracking and organizing project documentation related to the HR initiatives.
- Assist with special projects as assigned by the VP, HR & Organizational Development (eg. community events, well-being initiatives)
- Provide responsive and professional customer service to internal clients by answering inquiries, redirecting questions appropriately.
- Help maintain organized filing rooms, storage areas, and archives to support efficient streamline retrieval.
- Provide support to department or College activities and events as needed.
- Other duties as assigned.

#### QUALIFICATIONS:

- Currently enrolled in a post-secondary program in Business Administration, Office Administration, Human Resources, or a related field.
- Knowledge of administrative support practices and basic office procedures.
- Minimum of one year of relevant experience in an office setting is considered an asset.
- Understanding of records management systems, including secure filing and storage of personal information would be an asset.
- Strong organizational skills and exceptional attention to detail.

- Ability to maintain confidentiality and handle sensitive information with discretion.
- Demonstrate proficiency with Microsoft Office and comfort with learning new digital tools and systems.
- Strong written and verbal communication skills; ability to work both independently and collaboratively.
- Demonstrated experience working in a diverse cross-cultural environment.

**Other Requirements:**

- Satisfactory Criminal Record Check Required

This role provides practical experience in HR and office administration while contributing to significant modernization initiatives within Southeast College. The successful candidate will gain hands-on exposure to HRIS implementation, digital record management, and process improvement within a dynamic HR and Payroll environment.