



Contract

PART-TIME PROJECT ASSISTANT RACETRACK PROGRAMS

The Continuing Education Department has an opportunity available for a part-time (approximately 20 hours per week) Racetrack Programs' Project Assistant. The successful candidate will work directly with and under supervision of the Racetrack Programs Instructor/Coordinator. This contract position will run from December, 2014 through June, 2015.

The Project Assistant will have the ability to work independently as well as collaboratively within a team. The willingness to taking responsibility, as well as superior communication and interpersonal skills and strong organizational abilities are required.

The successful candidate will have experience with office administration, be comfortable with email, and the use of Microsoft Office programs. The Project Assistant must hold a valid driver's license, and be able to travel within Alberta on an occasional basis.

Having graduated from the Olds College Racetrack Programs and/or having equine experience would be considered an asset(s).

Please forward a resume ***quoting competition #14098C. Preference will be given to applications received by September 14, 2014 however; this competition will remain open until a suitable candidate has been selected.*** For further information on this and other employment opportunities, please visit our website at www.oldscollege.ca/employment. Applications may be sent by e-mail to employop@oldscollege.ca or in writing to:

***Human Resources
Olds College
4500 - 50 Street
Olds, Alberta T4H 1R6***

Only those selected for interviews will be contacted.