

PATC Administrative Assistant

Hours: 0.8 FTE
Wages: To scale with benefits
Beginning Date: As soon as possible
Contact: Please submit your CV to hr@prairie.edu

POSITION MISSION:

This position exists to support the mission of Prairie to “to establish God’s kingdom by equipping and mentoring individuals through biblically integrated education for life and careers that will meet the greatest needs of the world.” The Administrative Assistant provides general administrative and clerical services to assist in advancing the mission, goals, and objectives of PATC and Prairie College.

DUTIES AND RESPONSIBILITIES:

General responsibilities include but are not limited to those noted below. The description may be adjusted as we adapt to the growing needs of PATC.

General Administration

- Oversee and coordinate office activities and functions including clerical duties and inventory
- Provide friendly customer service to all students, staff and visitors through email, phone and walk-ins
- Coordinate calendars – events, travel, lodging of staff and visitors
- Create agendas and record minutes for various meetings as requested
- Assist with the orientation of new staff

Flight School Administration

- Ensure aviation information on the PATC website is correct and up-to-date
- Assist with student payments and invoicing as requested
- Oversee student onboarding processes, including but not limited to timely communication with students, printing curriculum, and ordering textbooks/supplies
- Updating syllabi and setting up courses on our online platform Brightspace (D2L)
- Maintain document control – make manual amendments and distribute manuals
- Creating and maintaining student records through company specific software platforms.
- Submit completed licence and rating applications to Transport Canada

Personal

- Adhere to the Prairie College Community Covenant
- Participate in staff and management meetings as applicable
- Attend required PATC & Prairie College events (chapels, graduation, days-of-prayer, required assemblies)



QUALIFICATIONS:

- Knowledge of and adherence to Prairie's mission, vision, core values, statement of faith, and Community Covenant
- Understanding of and commitment to the local church
- High School Diploma
- Previous administrative experience
- Verbal and written English proficiency
- Must have the ability to work in and contribute to a team
- Excellent written and oral communication skills
- Excellent computer skills and competency with Microsoft Office
- Enjoys working with people
- Ability to multi-task and work in a relatively loud and busy environment
- Quick learner
- Highly organized
- Attention to detail.
- Some knowledge of aviation preferred but not essential
- Ability to relate well to college-age students as well as community members

ACCOUNTABILITY:

- Reports to the Managing Director of Prairie Aviation Training Centre and to the Chief Flight Instructor

In accordance with the standards of the government, preference will be given to qualified applicants who hold Canadian citizenship or are a permanent resident of Canada.

Prairie's goal is to close the search process as soon as a qualified applicant is found. However, applications will be received until the position has been filled by a qualified person.

Director of Prairie Aviation Training Centre (2024-03-26)