



Job Posting: Program Assistant

Interviews: December 2025

Start date: January 2026

POSITION SUMMARY

This Program Assistant position exists to provide administrative support to the Department Head (HD) of University and Management Studies (UMS) & the Department Head of Indigenous Languages Revitalization Degree (ILRD), the Registrar's Office, and Student Services. The program assistant will report to both the UMS Department Head and ILRD Department Head. This support extends to office administration for all relevant departments, timetable coordination, and student support for the certificate, diploma, and degree programs. In addition to internal support, the UMS & ILRD Program Assistant will also assist in developing other partnerships.

DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities including the following. Other duties may be assigned.

Under the direction of these Department Heads, a program assistant is expected to carry out administrative tasks such as maintaining student records and departmental logistics, and in assisting program and student needs as they arise. Duties include:

1. Administrative Support: Provide administrative support to the Department Heads.
2. Communication: Serve as a point of contact for the departments, both internally and externally. This includes answering phone calls, responding to emails, and directing inquiries to the appropriate staff members.
3. Document Management: Maintain departmental records, including student files and other important records. Ensure that all documents are organized and easily accessible.
4. Student Support: Provide support to students within the departments, including answering questions, processing forms, and directing students to appropriate resources.
5. Instructor Support: Assist instructors with administrative tasks.
6. Data Management: Collect and maintain data related to departmental activities.
7. Other Duties as Assigned: Perform other duties as assigned by the Department Heads to support the overall functioning of the department and the college.

QUALIFICATIONS

- a. 1-3 years of experience in a post-secondary educational setting or administrative setting.
- b. Certificate, Diploma, or Bachelor's Degree in a related field is seen as an asset.
- c. Knowledge of Indigenous language(s) and culture(s).

Salary: Commensurate with qualifications and experience

To apply: Qualified applicants may email a cover letter and resume to joy.sandy@ytcadmin.ca and felicia.dosunmu@ytcad.ca, with a closing date of December 10, 2025.

Yellowhead Tribal College is an inclusive and open learning institution in Treaty 6 territory. We provide accredited programs in a flexible, supportive academic environment that nurtures Indigenous cultures and traditions. <http://www.ytcad.ab.ca>