

**OLD SUN COMMUNITY COLLEGE  
HUMAN RESOURCES ASSISTANT**

**JOB POSTING**

- Organization:** Old Sun Community College – Siksika Nation
- Location:** Siksika, Alberta
- Status:** One Year Term (with the possibility of an extension dependent on funding)
- Salary:** Negotiable – Dependent on experience, formal education and training

**General Duties:**

Under the supervision of the Old Sun Community College President, the OSCC Human Resources Assistant is responsible of the administrative support in completion of the OSCC Post-Secondary Partnerships Program Projects.

This role will focus primarily on strengthening our partnerships with post-secondary public institutions: the University of Calgary, the University of Lethbridge, Mount Royal University, and the Siksika Board of Education.

Here are the current partnerships funded by the Post-Secondary Partnerships Program by Old Sun Community College:

1. University Transfer Pathways Course Development.
2. Old Sun Community College/Mount Royal University Partnership in the development of a Bachelor of Business Administration.
3. Old Sun Community College/University of Calgary Partnership in the development of a Bachelor of Indigenous Nursing Program.
4. Old Sun Community College/University of Lethbridge Partnership of a Siksika Green Energy Growing Project.
5. Old Sun Community College/Siksika Board of Education/University of Calgary Partnership of a Siksika Master of Education Program.

**Qualifications:**

**Minimum of one year experience in human resources within an organization, experience working with a First Nation or Indigenous organization is an asset. Training in a recognized human resources assistant program at either a one-year certificate or two-year diploma program would be an asset.**

- **Excellent interpersonal and communication skills.**
- **Strong attention to detail in project management.**
- **Problem solving skills with ability to multi-task.**
- **Self-starter with a team-oriented approach to meeting goals and objectives.**
- **Comfort with Microsoft Office, Google Suites, Excel, Sage, Zoom, Microsoft Teams.**
- **High school diploma, relevant post-secondary experience preferred.**
- **Relevant experience or qualifications will be considered**

**Closing date and application deadline: June 25, 2021**

**Those who identify themselves as members of the Siksika Nation and/or Indigenous are strongly encouraged to apply. Only candidates selected for an interview will be contacted.**

**Expected Start Date: July 5, 2020**

**Please send applications to:**

**Dr. Maurice Manyfingers, President  
Old Sun Community College  
P.O. Box 1250  
Siksika, Alberta  
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maurice.manyfingers@oldsuncollege.ca**