



## 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](mailto: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.

#### Reception

- Provide reception services for visitors as well as email and phone inquiries
- Coordinate schedules – appointments, calendars, interviews, events, travel/lodging of staff and visitors
- Ensure the requisition of office/printing supplies, maintenance and other services as required
- Provide clerical support such as photocopying, printing, editing, and documenting
- Ensure aviation information on the PATC website is correct and up-to-date
- Assist with student payments (POS machine) and invoicing as requested
- Miscellaneous jobs as assigned

#### General Administration

- Oversee and coordinate office activities and functions including clerical duties
- Assist with the orientation of new staff
- Facilitate access to and assistance with email, Total FBO (Business Management System), Populi, Brightspace, and Teams as required
- Provide clerical support such as photocopying, printing, editing, and documenting
- Facilitate meetings, create agendas, schedule and coordinate meetings, and record minutes
- Assist with report preparation as requested including gathering of information and organizing data
- Maintain document control – make manual amendments and distribute manuals
- Miscellaneous jobs as assigned



## Program/Flight School Administration

- Maintain student records in Total FBO, Populi, Brightspace, and student files (may include digital files)
- Oversee student onboarding processes, including but not limited to timely communication with students, gathering and preparing documents, printing and preparing curriculum material, and ordering textbooks/supplies
- Prepare for offered courses, including updating syllabi, setting up Brightspace courses, printing curriculum, and ordering textbooks/supplies
- Manage and maintain inventory of program textbooks and supplies for purchase or sign-out
- Prepare and ensure proper distribution of various operational forms and records (Daily Flight Records, Journey Log Books, etc.)
- Submit completed licence and rating applications to Transport Canada
- Miscellaneous jobs as assigned

## 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
- Secondary School Completion Certificate
- Administrative experience, preferably ministry related
- 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
- Highly organized
- Attention to detail.
- Some knowledge of aviation preferred but not essential
- Ability and skill 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.