



JOB OPPORTUNITY

EXECUTIVE ASSISTANT

The Alberta Colleges Athletic Conference (ACAC) is seeking a highly motivated individual to fill the temporary, full-time position of Executive Assistant.

This position is a Maternity Leave Replacement and is effective from approximately **October 25th, 2010 to November 15th, 2011**, pending formal notification by the incumbent.

The ACAC is the provincial sport association responsible for the promotion, organization and development of intercollegiate athletics in the province of Alberta. Membership consists of 16 public colleges, private university colleges, technical institutions, and universities. The ACAC is a member of the Canadian Colleges Athletic Association (CCAA).

Summary of Responsibilities and Duties:

1. General office duties and responsibilities.
2. Manage student athlete eligibility verification and transfer forms.
3. Manage online eligibility registration system with colleges.
4. Produce annual reports and internal informational audits.
5. Conduct basic bookkeeping tasks including cheque production and invoicing using Simply Accounting.
6. Serve on select Conference committees.
7. Coordinate awards procedures.

Qualifications:

1. Proficient computer skills on a PC Windows environment.
2. Knowledge of website administration/updating.
3. Knowledge of Simply Accounting.
4. A strong background and understanding of sport.
5. Excellent communication skills (oral and written).
6. Related office experience.

Remuneration ranges from \$35,500 to \$51,500 subject to placement on the position salary grid. Interested applicants are asked to direct their cover letter and resume by **September 23rd, 2010** to:

Dr. Robert Day, ACAC Office
11759 Groat Road
Edmonton, AB T5M 3K6
Fax: (780) 427-9289 E-mail: rday@acac.ab.ca

For more information, contact the ACAC office at 427-8068 or visit our website at:
www.acac.ab.ca

NOTE: We thank all applicants, however, only those candidates to be interviewed will be contacted.