

LINC Program Admin Assistant

Immigrant Centre for Foundational Skills Training is currently looking for a qualified and experienced Administrative Assistant to support its Language Instruction for Newcomers to Canada (LINC) program. The ideal candidate will hold a degree or diploma from a recognized post-secondary institution and bring 1–2 years of administrative experience, ideally in an educational setting. Experience working directly with teachers and students is a strong asset.

The successful candidate will demonstrate proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), email and calendar systems, and will have experience supporting online program delivery. Strong communication, organizational, and customer service skills are essential. Professionalism, excellent telephone etiquette, and the ability to manage multiple priorities in a fast-paced environment are key to success in this role. Familiarity with digital learning platforms and a willingness to learn and adapt are also required.

Key Responsibilities:

- Respond promptly and professionally to shifting program priorities and administrative needs.
- Provide timely, accurate administrative support to instructors and program staff, ensuring tasks are completed by deadlines.
- Serve as a point of contact for student inquiries, through phone, email, or in-person, by providing information, addressing concerns, and directing them as needed.
- Support instructors in managing student needs, attendance, and communication.
- Register students into courses and update enrollment information based on the program's continuing intake model. Complete related registration paperwork.
- Maintain accurate student data in the program's database for reporting and tracking purposes.
- Organize and manage digital filing systems, including waitlist records and weekly updates.
- Prepare and distribute attendance lists, student reports, and certificates.
- Assist with basic IT troubleshooting and provide digital literacy support to help students access online classes.
- Collaborate closely with other admin staff and stakeholders to meet program goals and ensure smooth daily operations.
- Research, compile, and submit reports as requested.
- Perform other duties as assigned by the department manager and/or coordinators.

Qualified candidates who wish to apply for the position are invited to send their resume to Mehdi Soleimani, Manager of Immigrant Centre for Foundational Skills Training at mehdi.soleimani@columbia.ca

We thank all applicants for their interest in this position. Please note that only shortlisted candidates will be contacted for an interview.

Additional Considerations:

- **Job Type:** Term Specific Contract
- **Schedule:** 35 hrs per week, primarily during the day
- **Location:** In person, Columbia College
- **Application Deadline:** September 8, 2025
- **Expected Start Date:** Sept 15, 2025
- **Compensation:** Commensurate with qualification and experience