Student Services Administrator (NOC 41320)

Niwe Academy

Job ID
10864

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LOCATION	DATE POSTED	EXPIRY DATE	
510 8 Ave SW, Calgary, AB| Alberta	23-09-2026	22-03-2027	
TYPE OF JOB	**SALARY**	**MIN. EXPERIENCE**	**MIN. EDUCATION**
Full Time	CAD 38.56 / Hour for 35 hours / Week	2 years to less than 3 years	Bachelor's degree

Job Details

Title: Student Services Administrator (NOC 41320)

Vacancies: 1

Job start date: As soon as possible

Wage: $38.56 / Hour

Hours: 35 hours / Week

Terms of employment: Permanent, Full time, Day

Employer: Niwe Academy

Business and Job location: 510 8 Ave SW Calgary, AB T2P 4H9

On site
Work must be completed at the physical location. There is no option to work remotely.

Job Description

Languages
English

Education
Bachelor's degree
Student counselling and personnel services, other

Experience
2 years to less than 3 years

Work conditions and physical capabilities

Attention to detail

Tasks

Counsel students regarding educational, career or vocational issues

Consult with teachers, parents, administrators and community agencies

Co-ordinate the provision of counselling and information services to students, parents and teachers

Administer and interpret standardized intelligence, aptitude and interest tests

Develop guidance and counselling programs

Arrange for recruitment of graduating students by employers

Visit colleges and secondary schools to provide academic information to prospective students, their parents and educational institutions

How to apply

By email

sangeeta@niwe.ca

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