



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 **August 18th, 2008** to the end of June, 2009, 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 17 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 score sheets.
3. Research, update, and maintain ACAC records and statistical information.
4. Gather and coordinate the material for ACAC publications and media releases.
5. Coordinate awards procedures.

Qualifications:

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

Remuneration ranges from \$34,000 to \$49,500 subject to placement on the position salary grid. Interested applicants are asked to direct their cover letter and resume by **May 30th, 2008** to:

Dr. Robert Day, ACAC Office
11759 Groat Road
Edmonton, AB T6G 0S4
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.*