WIC
WEST ISLAND COLLEGE

Receptionist/Administrator

Type	Full-Time	**Location**	On-site

MAKE AN IMPACT BEYOND THE CLASSROOM

West Island College (WIC) is a leading independent school in Calgary, Alberta, committed to academic excellence, strong relationships, and student well-being. Our success is driven by dedicated professionals across all areas of the school who work together to create a welcoming, inclusive environment where students can thrive and ***Be Brave. Be Ready. Be the Future.***

YOUR SCHEDULE AT A GLANCE

	Core hours
Monday – Thursday	**9:00 AM – 5:00 PM**
Friday	**8:00 AM – 4:00 PM**

WHAT YOU'LL DO

- Welcome and assist students, staff and visitors at the WDC front desk.
- Manage student sign in/out in WPass and confirm early-departure permissions with PowerSchool and parents.
- Provide daily coverage for attendance, inquiry handling and back up at main reception.
- Back up the Logistics Coordinator with transportation bookings and procurement.
- Support the wider Administration Team during busy periods and absences.

WHAT YOU BRING

- Previous reception and administrative experience; a school setting is an asset.
- Advanced written and spoken English.
- Warm, friendly and approachable, especially with teenage students.
- Organized and dependable, able to meet fixed deadlines in a busy, open-concept space.
- Comfortable working independently and switching between front desk, department support and logistics.
- Intermediate-Advanced computer skills (Microsoft Office); PowerSchool experience is an asset.

WHAT WE OFFER

- Competitive compensation and benefits.
- Professional development opportunities.
- A supportive, collegial, on-site workplace culture.
- Meaningful work within a mission-driven organization.

WHERE YOUR WORK MATTERS

WIC is built on strong teams working together across campus. If you're motivated by purpose, collaboration, and making a difference in students' lives, we welcome you to join an inclusive workplace where your contributions help our community ***Be Brave. Be Ready. Be the Future.***

West Island College is committed to diversity, equity, and inclusion and encourages applications from all qualified individuals.

HOW TO APPLY

Send your resume and cover letter to **careers@mywic.ca**.

Contact: Priyanka MV | D: 403.255.5300 ext. 308 | careers@mywic.ca