



- Proficiency with Google or Microsoft or similar office tools, including spreadsheets, email, calendar, and Google forms
- Certificate in OER or open education
- Proficient/knowledgeable in using LibGuides and other software to develop, review, update and host online information portals, and library websites via content management system.
- Certificate in curriculum development and instructional design
- Knowledge of open-source tools and apps
- Demonstrated experience with distance learning programs.
- Knowledge of supports within the Four Nations
- Ability to build rapport with Students, Peers and Faculty.
- Flexibility and Adaptability.
- Strong organizational skill set.
- Clear criminal record.
- Access to own vehicle/transportation.
- Willing to adhere to an oath of confidentiality.

### **Working Conditions**

- Manual dexterity required to use desktop computer and peripherals
- Able to work with a high degree of accuracy and attention to detail
- Overtime if required
- Lifting or moving up to 10lbs may be required

### **Required Applicant Documents:**

- Cover letter
- Current résumé or vita
- The names and contact information of three professional references

### **Please forward your cover letter and resume to:**

Elaine Lightning, Executive Assistant  
Maskwacis Cultural College  
Box 960  
Maskwacis, AB TOC 1N0  
Fax: (780) 585-2080  
Email: [elainelightning@mccedu.ca](mailto:elainelightning@mccedu.ca)

**Closing date: April 8, 2025**