



Job Posting: Senior Administrative Assistant, Practice, March 2025

To protect the public through the regulation of Registered Nurses and Nurse Practitioners

Established through *The Registered Nurses Act, 1988*, and driven by values that focus on the protection of the people of Saskatchewan, the College of Registered Nurses of Saskatchewan (CRNS) is the profession-led regulatory body for the province's more than 15,000 Registered Nurses (RN), Nurse Practitioners (NP) and Registered Nurses with Additional Authorized Practice [RN(AAP)]. The CRNS sets high standards for nursing education, practice and registration including initial and ongoing licensure requirements, practice standards, approval of nursing programs, continuing competence requirements and competence assurance mechanisms such as complaints investigation and the discipline process.

To contribute to this tradition and advance quality, competent nursing care in Saskatchewan, the CRNS is seeking a **permanent full-time position**

Senior Assistant, Practice and Education

Reporting to the Director, Practice and Education, the Senior Assistant provides senior level administrative and operational support to the Director of Practice and Education and Nursing Advisors. Assists in activities such as managing department records, organizing department events, formatting various documents, coordinating and supporting meetings and providing administrative support for a variety of department programs.

Core Competencies

- Organize meetings for the Practice and Education Team and committees: schedule; create agendas; prepare meeting documents/materials; schedule guests; communicate material with team in preparation for the meeting; record, type and disseminate minutes; electronically file agenda and minutes.
- Strong planning skills.

- Ability to develop and implement processes and procedures.
- Excellent interpersonal skills proven to foster positive interactions with members and the public.
- Strong organizational skills, with the ability to effectively prioritize tasks and meet deadlines.
- Demonstrated ability to communicate in both verbal and written context with clarity and conciseness.
- Respectful of confidentiality and of the dynamic inherent within the role of representing the CRNS.
- Willing and able to adapt to changing priorities in response to the needs of the public and health care system.
- Committed to teamwork and encouraging the efforts of others.

Education/Experience:

- Certificate or diploma in an administration preferred
- 5+ years experience working in an administrative function with high levels of responsibility and accountability
- Demonstrated proficiency in a variety of Windows-based computer software.

CRNS offers a competitive salary range and benefits. Qualified candidates are invited to apply. The CRNS offers a hybrid work environment with the position being based in Regina. Cheryl Weselak can be contacted for confidential inquiries. To express interest in this position, please send your resume and cover letter by March 21, 2025.

Cheryl Weselak, PCP
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The CRNS thanks everyone for their interest. Only those invited to interview will receive a response.

To learn more about the CRNS, Vision, Mission and Strategic Priorities and to find further information about this position, please visit <http://www.crns.ca>.