

ADMINISTRATIVE PERSONNEL QUALIFICATIONS AND DUTIES

ADMINISTRATIVE ASSISTANT – STUDENT SERVICES

1. **Position Summary**

As a member of the Superintendent's team, under the direction of the Assistant Superintendent – Student Services, perform secretarial and administrative duties and provide assistance to trustees, school administration, school staff and the public.

2. **Duties**

a) **Administration**

- Prepare highly responsible and exacting correspondence and reports containing highly sensitive and confidential information.
- Interpret instructions and issues arising and then implement actions according to Divisional policy and procedure.
- Research and investigate information to enable strategic decision-making by others.
- Prepare correspondence, compile data, statistics and other information.
- Open, sort and direct incoming mail and other material and co-ordinate the flow of information internally and with other departments and organizations.
- Set up and maintain an efficient central filing system/personnel files and ensure the security of confidential files.
- Prepare and distribute agendas and background materials for various Committees, make necessary arrangements for the meetings and co-ordinate arrangements for Professional Development In-services.
- Prepare administrators' meetings notes.

- Co-ordinate CPR, First Aid, WEVAS training for instructors and divisional staff.
 - Co-ordinate Employee Accident/Incident Reporting procedures and ensure divisional procedures are followed.
 - Co-ordinate the Divisional Hearing Conservation program.
 - Prepare and maintain purchase orders.
- b) Computer Function
- Word process items such as: board material, agendas, minutes, newsletters, and advertisements, compose routine correspondence, memos, letters and reports.
 - CIMS software: Human Resources, Student and Purchasing.
 - Maintain various sections on the Divisional Website.
- c) Public Relations
- Answer incoming calls, assess urgency of callers' requests, screen and relay messages, receive visitors, answer callers' request in accordance with the Division's policies and procedures and arrange meetings and appointments.
 - Assist staff, trustees, outside organizations and visitors.
- d) Other Duties
- Process conference registrations and make travel arrangements for the Assistant Superintendent – Student Services and other personnel.
 - Assist in events such as volunteer appreciation, retirements, long service retirement dinner.
 - Order office supplies, process credit card payments, track costs and arrange payments.
 - Set up meetings with employees, parents and outside organizations.

- Provide clerical assistance to the Seven Oaks Education Foundation Inc.

3. Education

- Grade XII.
- 1 year Administrative Assistant Course or equivalent to attain knowledge of word processing, key boarding and basic accounting.
- Typing 60 w.p.m.
- Use office equipment such as computers.
- Knowledge of student and human resource software – C.I.M.S.
- Knowledge of PHIA and FIPPA Acts.
- Participate in ongoing professional development.

4. Experience

- 3 to 5 years previous experience, plus 2 year on-the-job training which includes in-house computer training.

5. Working Conditions

- Occasional after hour attendance at educational seminars is required.