

ADMINISTRATIVE PERSONNEL QUALIFICATIONS AND DUTIES**ADMINISTRATIVE ASSISTANT - STUDENT SERVICES****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.

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.
- Coordinate CPR, First Aid, WEVAS training for instructors and divisional staff.
- Coordinate Employee Accident/Incident Reporting procedures and ensure divisional procedures are followed.
- Coordinate the Divisional Hearing Conservation program.
- Prepare and maintain purchase orders.

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.

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.

Other Duties

- Process conference registrations and make travel arrangements for the Assistant Superintendent - Student Services and other personnel.
- 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.

Education

- Grade 12.
- 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.

Experience

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

Working Conditions

- Occasional after hour attendance at educational seminars is required.