

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES**STUDENT SERVICES ADMINISTRATIVE ASSISTANT****Position Summary**

Under the general supervision of the Student Services Directors performs student records, accounting, secretarial and administrative duties. Assist staff, students, parents, outside agencies and visitors.

Duties

Receptionist/Public Relations

- Answer incoming calls, assess urgency of callers' requests, screen and relay messages, receive visitors, answer callers' requests in accordance with Division policies and procedures.
- Orient and assist clinic personnel.

Computer Functions

- Set up and maintain student records online and produce reports on active cases as needed.
- Word process items such as: compose routine correspondence, memos, letters, reports, minutes, purchase orders, agendas, assessments, maintenance requisitions, and special projects.
- Prepare purchase orders, maintain files, cross-check packing slips against purchase orders, check back orders, invoices for correct charges and have invoices approved for payment by Student Services Directors.
- Prepare reports such as daily and weekly employee management reports and highly sensitive and confidential information.
- Upload meetings and workshops to Employee Connect.
- Upload information received on students transferring into Seven Oaks School Division according to Student Services Directors' and/or Clinicians' specifications.
- Send relevant file information to other school divisions and/or outside agencies

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Office Management

- Set up (tag) files on each case and ensure the security of confidential files.
- Open, sort and direct incoming mail.
- Order, maintain, distribute supplies and stamps.
- Collect and reconcile various accounts.
- Maintain student and clinician statistics.
- Record absenteeism, conferences, etc. and requisition all supplies and test materials for clinicians.
- Liaise with outside contacts.
- Program voice mail and train personnel on use.
- Reconcile cash receipts, cash disbursements and annual financial statements.
- Book rooms for meetings and workshops.
- Order food for meetings and workshops.
- Photocopy.

Inventory

- Organize and maintain detailed records of office inventory such as all equipment, machines and office supplies.
- Record data in computer.
- Run inventory reports for insurance audit purposes.
- Requisition supplies, materials and tests for clinicians.
- Maintain and sign out materials and tests for clinicians.
- Schedule and manage hearing and vision screening for schools.

- Bulk ordering of Occupational Therapy and Physiotherapy requests as needed.

Other Duties

- Manage office petty cash account.
- Other duties as assigned.

Education

- Grade XII.
- 1-year Administrative Assistant Course or equivalent to attain knowledge of word processing, keyboarding, basic accounting.
- Typing 60 wpm.
- Use of office equipment such as computer, multi-line phone, voice mail, calculator, photocopier, fax machine.
- Knowledge of PHIA & FIPPA Acts.

Experience

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

Physical Demands

- Intense visual and mental concentration, eyestrain from computer and sitting for long periods of time.
- Unpack office supplies as required.

Working Conditions

- Exposure to noise and frequent interruptions with conflicting demands and deadlines.