

SCHOOL DISTRICT #64 (Gulf Islands)
Job Description
International Student Program Secretary

SUMMARY

Performs secretarial, reception, record keeping and booking duties for the International Student Program, using a variety of office administration software.

DUTIES

- Public relations: answers, screens and refers inquiries electronically and in person
- Prepares and distributes information to, and liaises with, stakeholders
- Completes reports, permit renewals, waivers, etc.
- Composes and prepares routine correspondence; signs when authorized
- Maintains International Student Program files
- Prepares international and other documents and the website, organizing translation when required
- Provides monthly invoice information and any other reports
- Researches and books recreational activities for international students
- Provides student course selection information to counselors
- Keeps petty cash and other financial records; records minutes of meetings
- Orders and receives materials and office supplies
- Receives, sends, and distributes mail
- Performs other assigned comparable duties, which are within the area of knowledge and skills required by the job description

QUALIFICATIONS

- Post-secondary diploma in Office Administration
- Keyboarding speed of 60 - 80 wpm
- Working knowledge of office administration software
- 2 years experience in related work

Or an equivalent combination of training and experience

DESIRED ASSETS

- Working knowledge of international protocols
- Fluency in one or more of the languages spoken by International students

RELATIONSHIPS

- Responsible to Director of International Student Program

APPROVED

On behalf of:
School District #64 (Gulf Islands)

Rod Scotvold
Secretary Treasurer

April 15, 2008

On behalf of:
CUPE Local 788

Mike Bath
President

April 15, 2008

Classification: Clerical IV

JJEC approved date: April 15, 2008