

Applicants: – Please do not remove this posting – ask for a copy

SCHOOL DISTRICT No. 64 (GULF ISLANDS)

INTERNAL JOB POSTING

Position: Administrative Assistant – Career Programs (Clerical IV)
(Temporary, Ten-Month)

Location: Gulf Islands Secondary School

Qualifications: See job description attached

Hours of Work: Sixteen (16) hours per week (0.4571 FTE)
Days to be determined in consultation with Manager of Career Development and
Community Initiatives and Principal

Job Rate: \$23.39

Start Date: January 29, 2018

End Date: June 28, 2018 or return of the incumbent

Closing Date: 4:00 p.m., Tuesday, October 31, 2017

Apply in writing to: Linda Underwood, Director of Instruction, Human Resources
School Board Office
c/o Dawne Fennell, Executive Assistant
Email: dfennell@sd64.bc.ca

Please apply in writing with an updated resume and supporting documentation that will ensure qualifications are met or exceeded for this position.

Please indicate clearly in your cover letter the position and posting number to which you are applying.

This is a union position with C.U.P.E., Local 788. (APPLICATIONS WILL BE RECEIVED FROM MEMBERS ONLY)

DATE RECEIVED _____

Successful applicant: _____



Please copy to:

- Posting Email Reps. (CUPE)
- School Board Office
- Payroll
- Personnel
- Job Posting Website

LUnderwood

October 24, 2017
(CUPE Posting No. 32) (2017/18)

SCHOOL DISTRICT #64 (Gulf Islands)
Job Description
Administrative Assistant - Career Programs

SUMMARY

Under direction, performs clerical duties and information management in support of District career programs. Prepares and produces reports using a variety of computer software.

DUTIES

- Manages data using computer software related to career programs
- Collects, exchanges and distributes information to students, parents, employers and stakeholders
- Records and updates information related to student career program records
- Inputs data and formats complex documents and reports from copy
- Ensures that all contracts and records required for career programs meet all relevant Ministry standards
- Follows up with students, employers and mentors to ensure required documents are in place
- Designs, creates, orders, organizes and displays promotional materials
- Receives and forwards messages; screens, refers and answers inquiries
- Composes and prepares routine correspondence; signs when authorized
- Plans program related events; arranges meetings, prepares and circulates agendas
- Performs other assigned comparable duties, which are within the area of knowledge and skills required by the job description

QUALIFICATIONS

- Grade 12
- Certification in Office Administration
- Keyboarding speed of 60 - 80 w.p.m.
- Demonstrated ability to use computer software, data base and spreadsheet programs
- Two years' experience in related work
- Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team
- Or an equivalent combination of training and experience


RELATIONSHIPS


- Responsible to Manager of Career Development and Community Initiatives

APPROVED

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

On behalf of:
CUPE Local 788


Rod Scotvold
Secretary Treasurer


Larry Melious
President

December 13, 2013

December 13, 2013

CLASSIFICATION: Clerical IV

JJEC approved date: December 10, 2013