

Applicants:

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

SCHOOL DISTRICT No. 64 (GULF ISLANDS)

INTERNAL JOB POSTING

Position: Administrative Assistant, International Student Program (Clerical IV)
(Temporary, Ten-month Payscale)

Location: Gulf Islands Secondary School

Qualifications: See job description attached.

Hours of Work: Four (4) hours per week (0.1143 FTE)
Hours to be determined in consultation with the program Manager.

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
Fax: 250-537-4200
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

L. Underwood

October 24, 2017
(CUPE Posting No. 33) (2017/18)

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

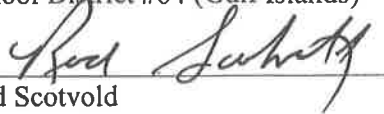
- Working knowledge of international protocols
- Fluency in one or more of the languages spoken by International students

RELATIONSHIPS

- Responsible to Director of International Student Program

APPROVED

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


Rod Scotvold
Secretary Treasurer

On behalf of:
CUPE Local 788


Mike Bath
President

April 15, 2008

April 15, 2008

Classification: Clerical IV

JJEC approved date: April 15, 2008