

SCHOOL DISTRICT No. 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

Original signed by:

Rod Scotvold
Secretary Treasurer

Original signed by:

Larry Melious
President

December 13, 2013

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CLASSIFICATION: Clerical IV

JJEC approved date: December 10, 2013