

**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)  
(Continuing, 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:** \$23.83

**Start Date:** September 4, 2018

**Closing Date:** 4:00 p.m., Tuesday, July 3, 2018

**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](mailto: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

**June 27, 2018  
(CUPE Posting No. 16) (2018/19)**

*L Underwood*

**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