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: On behalf of:
School District #64 (Gulf Islands) CUPE Local 788

Rod Scotvold Mike Bath
Secretary Treasurer President

April 15, 2008 April 15, 2008

Classification: Clerical IV

JJEC approved date: April 15, 2008