

**SCHOOL DISTRICT No. 64 (Gulf Islands)**

**Job Description**

**Career Programs Assistant**

**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 and Industry Trades Authority (ITA) standards
- Communicates 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
- Ability to use a variety of computer software programs, including word processing, data base, spreadsheet and graphic design programs
- Two years experience in career programs, including skilled trades as recognized by the Industry Training Authority of B.C.
- 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:*

*Original signed by:*

Rod Scotvold  
Secretary Treasurer

Larry Melious  
President

October 22, 2018

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**CLASSIFICATION: Clerical IV**

JJEC approved date: September 13, 2018