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

Original signed by: Original signed by:
Rod Scotvold Larry Melious
Secretary Treasurer President

October 22, 2018 October 22, 2018

CLASSIFICATION: Clerical IV
JJEC approved date: September 13, 2018