

ADMINISTRATIVE ASSISTANT (Comm. & Cont. Ed. Credit Program)**CUPE 2357 – Level 5****CORE FUNCTION:**

Under the direction of the Administrator, Community and Continuing Education, the administrative assistant performs administrative duties; and performs other duties, as assigned by the supervisor.

MAIN DUTIES:

- word processes letters, memo, forms, reports, brochures, flyers, etc.
- sets-up course catalogues and master schedules and amends, as necessary
- orders supplies and forms, as required
- coordinates student registration and inputs data
- generates class, attendance and book deposit lists
- maintains schedule of course registration and exam dates
- tabulates student survey feedback
- contributes to Ministry reports
- corrects CAT tests during Mature Student Assessments
- inputs transcript information
- prepares list of potential graduates
- maintains files
- distributes support material to summer school Principals
- maintains list of night/summer school programs, schedules and locations
- maintains inventory of textbooks supplies and resources for the program
- trains and oversees temporary staff, as required
- arranges for bus passes, as required
- responds to incoming calls, or directs to the appropriate person
- prepares purchase orders and maintains petty cash
- prepares register summaries
- issues payment requisitions for book deposits and student cancellations

Performs other duties as assigned by the supervisor.

SUPERVISION OF STAFF:

There is no supervisory responsibility

QUALIFICATIONS:

- Secondary school graduation
- 1 year Community college diploma in a related field
- 3 years of related experience
- Proficiency in MS Word, Excel and other computer applications

- Excellent interpersonal skills
- Initiative and the ability to work independently
- Accurate keyboarding skills (60 w.p.m.)

Individuals who possess an equivalent combination of education and experience may also be considered.