

ADMINISTRATIVE ASSISTANT (ESL ADULT SCHOOLS) #018**CUPE 2357 – Level 3****CORE FUNCTION:**

To assist site supervisor, assessment/placement officer, and Instructors with their administrative duties regarding English as a Second Language instruction to immigrants to Canada.

MAIN DUTIES:

Telephone and Receptionist duties:

- directs all calls and take messages, as necessary
- posts messages on the message board
- receives and sends faxes

Process incoming student fees:

- collects and records fees and issue receipts
- prepares a weekly reconciliation and report to the Finance Department
- advises Instructors of students who are in arrears of their fees

Completion of student forms:

- verifies OC Transpo forms for bus passes
- prepares Proof of Registration forms, proof of attendance forms and parking passes

Performs general office duties:

- word process a wide variety of material, ex. correspondence, forms tables, schedules, etc.
- process incoming mail
- prepares requisitions and controls supply inventory
- maintains Instructor attendance and list of supply Instructors
- maintains a calendar of field trips
- maintains the office filing system
- disseminates program information
- catalogues new materials
- processes time sheets
- maintain photocopier
- track missing books and other material
- prepare class lists
- respond to people who walk in off the street looking for information

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Assists Placement Officer:

- makes appointments for student registration
- responds to questions
- word processes correspondence
- maintains filing system related to students

SUPERVISION OF STAFF:

There is no supervisory responsibility.

QUALIFICATIONS:

- Secondary school graduation
- 1 year of Community college in a related field
- 3 years of related experience
- Proficiency in word processing, ex. MS Office, Wordperfect
- Knowledge of Quicken would be an asset
- Tact, discretion and diplomacy
- Excellent interpersonal skills
- Organizational skills

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