

## **ADMINISTRATIVE ASSISTANT (EVALUATION AND RESEARCH)**

### **CUPE 2357 – Level 3**

#### **CORE FUNCTION:**

Under the direction of the Principal of Staff Development, Evaluation and Research, the administrative assistant performs administrative functions related to statistical reports, testing data, brochures, graphs, charts, general documents, special projects, surveys, etc.; distributes material to schools; and performs other duties, as assigned by the supervisor.

#### **MAIN DUTIES:**

Performs administrative functions:

- word processes correspondence
- processes incoming mail
- receives telephone inquiries and replies or directs to the appropriate person
- greets visitors to the department
- tracks budgetary expenditures
- maintains departmental files
- prepares statistical reports, charts and graphs
- designs and produces quality poster, charts, brochures, etc., with respect to conferences, special events and special projects, etc.
- under the direction of the Research Officers, performs evaluation and research tasks and analytical skills, creating templates for data entry and defining variables and applicable codes
- prepares payment requisitions, purchase orders, invoices, travel expense claims, etc.
- distributes Ministry and EQAO information
- prepares and organizes data and schedules for system exams; types exam revisions

Distribution of material to schools:

- compiles/sorts/packages materials such as report cards and envelopes, school profiles, curriculum documents, brochures, system-wide testing program reviews, EQAO research or notices, etc., for 81 schools.

Performs other duties, as assigned by the supervisor

#### **SUPERVISION OF STAFF:**

There is no supervisory responsibility

## **QUALIFICATIONS:**

- Secondary school graduation
- 1 year of Community college in a related field
- 2 years of related experience
- Extensive knowledge of computer software packages, ex. MS Word, PowerPoint, Desktop Publishing, Excel, PageMaker, Claris Works, SPSS (Statistical Passage Social Sciences) program, etc.
- Superior organizational skills
- Excellent oral, written and interpersonal skills
- Initiative, tact and discretion
- Ability to multi-task and meet deadlines

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