

ADMINISTRATIVE ASSISTANT (Program)

CUPE 2357 – Level 3

CORE FUNCTION:

Under the direction of the Coordinator, Elementary Education, the administrative assistant produces high quality posters, brochures, agendas, certificates, etc.; performs general secretarial duties and performs other duties, as assigned, by the supervisor.

MAIN DUTIES:

Produces high quality print material:

- designs and produces posters, brochures, agendas, certificates, etc. for a variety of Board programs and functions
- develops computer graphics, charts, pictures
- does appropriate material layout
- produces camera-ready copy
- arranges reproductions, distribution and inventory of materials

Performs general administrative duties:

- word processes correspondence, reports, charts, etc., using a variety of software, as required
- responds to telephone calls and directs, as necessary
- processes incoming mail
- works cooperatively as a member of the larger secretarial staff for Program Department projects, as needed
- notifies Board staff of conferences, seminars, etc. and tracks registration to same
- books facilities for special events
- prepares PowerPoint presentations
- provides schools and parents with curriculum information
- maintains Departmental budget
- generates purchase orders, travel expense claims
- administers petty cash
- provides assistance and guidance to staff and school secretaries, using new software programs
- arranges conference calls
- distributes material to 82 schools and departments

Performs other duties, as assigned by the supervisor

SUPERVISION OF STAFF:

There is no supervisory responsibility.

QUALIFICATIONS:

- High School graduation
- 1 year of Community college in a related field
- 2 years of related experience
- Proficiency in MS Word, Excel, PowerPoint, desktop publishing
- Keyboarding speed of 60 w.p.m.
- Excellent interpersonal skills
- High organizational skills, tact, judgement and discretion
- Ability to work under pressure and meet deadlines
- Ability to work independently

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