

ADMINISTRATIVE ASSISTANT (St. Nicholas)

CUPE 2357 – Level 4

CORE FUNCTION:

Under the direction of the Principal of Continuing Education, the administrative assistant performs administrative functions; designs promotional materials; provides administrative support; and performs other duties, as assigned by the supervisor.

MAIN DUTIES:

Performs administrative support functions:

- word processes documents, reports and correspondence
- receives and responds to telephone inquiries or directs to the appropriate person
- processes incoming mail
- makes arrangements for meetings, special events, etc.
- maintains office files
- verifies travel expense claims, etc.
- assists with the registration process
- assists with the administration of standardized testing
- receives visitors
- maintains community database
- maintains library of career job profiles and post secondary institutions
- inputs data on new students into the data base and directory (maintains OSR files)
- process transcripts
- inputs credits
- maintains staff appointment schedules
- maintains staff directory
- maintains list of classes, schedules and locations

Designs promotional materials:

- prepares, types and formats flyers, brochures and newspaper advertisements

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
- Effective telephone manner
- Good interpersonal skills
- Good keyboarding skills (60 w.p.m.)
- Good organizational skills

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