

## **ADMINISTRATIVE ASSISTANT (Staff Development)**

**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 conferences and workshops; assists with the finding of student teacher placements within the board; and performs other duties, as assigned by the supervisor.

### **MAIN DUTIES:**

Administrative functions:

- advises board staff of internal and external conferences
- designs and produces quality posters, brochures, booklets, etc., with respect to conferences, programs and other events (ex. New Teacher Orientation, Director's Conference for Vice-Principals, Journey to Leadership programs, etc.)
- prepares Power Point presentations
- word processes correspondence
- maintains department files
- processes incoming mail
- books facilities for events
- compiles master lists for events
- tracks conference registrations
- tracks budgetary expenses
- produces payment requisitions
- receives telephone inquiries and replies or directs to the appropriate person
- greets visitors to the department

Assists with student teacher placements:

- liaises with the universities and students
- notifies schools of requests for placement, including grade level and subjects
- tracks placements

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 Publisher, Excel, PageMaker, Claris Works, 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.