

ADMINISTRATIVE ASSISTANT (Student Services)

CUPE 2357 – Level 3

CORE FUNCTION:

Under the direction of the Coordinator of Student Services, the administrative assistant performs general administrative duties for the Student Services professional and teaching staff; maintains highly confidential student records and statistics; processes forms specific to the Identification, Placement and Review Committee (IPRC); and, performs other duties, as assigned by the supervisor.

MAIN DUTIES:

Performs general administrative duties:

- word processes material provided by Department staff, including schedules, case summaries, student reports/assessments and programs, monthly progress reports, general correspondence, agendas and minutes of meetings
- receives and responds to telephone inquiries, directs calls, as appropriate, or takes messages
- schedules meetings, seminars (ex. IPRC)
- greets visitors to the Department
- processes all incoming mail
- drafts routine correspondence to provide or request general information
- orders office supplies, equipment and furniture, as required

Maintains student records and statistics:

- creates and maintains highly confidential student files
- records statistics on IPRC outcomes and maintains the files
- processes and maintains files for Home Instruction students
- orders testing material
- assists with the preparation of presentations
- maintains an up-to-date Student Services staff schedule

Process forms specific to the Identification, Placement and Review Committee:

- word processes and distributes schedules for IPRC meetings
- completes and mails invitations to parents
- opens a file for each student under review
- receives completed forms from parents, verifies consent signatures and forwards to appropriate school and to Student Services files

Performs other duties, as assigned by the supervisor.

SUPERVISION OF STAFF

There is no supervisory responsibility

QUALIFICATIONS

- One year of Community college
- 3 years related experience
- Keyboarding speed of 60 w.p.m.
- Proficient in word processing
- Discretion, tact, diplomacy
- Initiative and strong interpersonal skills
- Strong organizational skills

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