

**ADMINISTRATIVE ASSISTANT (Principal of Continuing Education)**

**CUPE 2357 – Level 3**

**CORE FUNCTION:**

Under the direction of the Principal, the administrative assistant provides administrative support to the Principal and the Administrator of the International Languages program; provides assistance to parents, instructors, and staff; and performs other duties, as assigned by the supervisor.

**MAIN DUTIES:**

Provides administrative support:

- word process memos, letters, forms, flyers, etc.
- assists in preparing Ministry of Education Statistical Report
- verifies payroll spreadsheets
- assists staff with policies and procedures information
- maintains staff lists, schedules and locations
- liaises with Human Resources regarding recommendations to hire and documentation
- verifies student eligibility for registration
- summarizes attendance registers
- maintains files and central data base
- assists with organization of special events
- organizes and sets up Resource Centre
- verifies expense claims
- maintains petty cash
- maintains record of IL monies
- verifies administrative and financial statements, forms, reports, etc.
- processes out-of-province fees
- requisitions supplies, as required
- prepares, edits, and proofs promotional materials
- arranges for printing of promotional materials
- processes incoming mail
- monitors budget
- schedules meetings and agendas
- acts as recording secretary
- makes travel arrangements for Principal and IL Administrator

Assists parents, instructors, and staff:

- handles phone inquiries or directs to the appropriate person
- disseminates program information

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
- Proficiency in MS Word, Excel, Access, etc.
- Knowledge of BAS, and ESIS would be an asset
- Initiative and ability to work independently
- Excellent interpersonal skills

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