

rec. 2005108

ADMINISTRATIVE ASSISTANT (VIRTUAL ACADEMY/ST. NICHOLAS)#41

CUPE 2357 – Level 4

CORE FUNCTION:

Under the direction of the Principal of Continuing Education, the Administrative Assistant performs secretarial and administrative functions; and performs other duties, as assigned by the supervisor.

MAIN DUTIES:

Performs administrative functions:

- acts as receptionist
- word processes memos, letters, forms, correspondence, etc.
- prepares Ontario Student Records
- prepares requisitions
- maintains files
- processes incoming mail
- orders supplies
- creates student database in eSIS
- maintains records for the Virtual Academy
- compiles summaries for grant purposes
- maintains on-line credit recovery
- registers students
- processes transcripts
- enters credit information
- compiles register summaries for grant purposes
- maintains annual graduation list
- processes purchase orders
- reconciles petty cash
- up-dates and designs information booklets, flyers, on-line policy procedures, etc.
- replies to telephone inquires or directs to the appropriate person

Performs other duties, as assigned by the supervisor

SUPERVISION OF STAFF:

There is no supervisory responsibility.

QUALIFICATIONS:

- Secondary school graduation
- 1 year Community College diploma in a related field

- 2 years of experience (one year related; one year on-the-job)
- excellent computer skills (ex. MS Office; Quicken; Blackboard, Web pagemaker)
- knowledge of BAS, HTML, eSIS, and OnSIS would be an asset
- Excellent interpersonal skills
- Effective telephone manner
- Good organizational skills
- Good keyboarding skills (60 w.p.m.)

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