

rec. Dec 12/08

CONTINUING EDUCATION CLERK

CUPE 2357 – Level 4

CORE FUNCTION:

Under the directions of the Administrator, International Languages, the Clerk monitors existing and new courses for Night School and the summer fee paying program, interviews new, potential instructors, schedules the courses and prepares booklets and flyers; handles program registration; supports the program administrator; reconciles course fees/expenses and deposits; and performs other duties, as assigned by the supervisor.

MAIN DUTIES:

Monitors existing and new courses, interviews instructors, prepares schedules, booklets and flyers:

- determines which courses/locations should be continued, cancelled or changed
- interviews potential instructors
- sets up schedule for courses and prepares information for booklets and flyers
- requests facilities for courses
- prepares tender for booklets and flyers
- determines layout and design of publications
- supervises the preparation of the data required for all publications

Handles program registration:

- interviews staff to process registrations, run class lists, distribute manuals, etc.
- trains staff on ESIS, customer service, payment requisitions, designing flyers, etc.

Supports the Program Administrator:

- liaises with the Administrators
- presents, annually, the policies and procedures covering each program
- provides guidance and support, as required

Reconciles course fees/expenses and deposits:

- reconciles and deposits all Visa/MC payments to bank
- reconciles and sends cash and cheques to bank
- follows up on rejected credit card payments and NSF cheques

Performs other duties, as required 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
- Excellent organizational and interpersonal skills
- Initiative and ability to work independently
- Proficiency with MS Word, Excel and PC Batch software
- Accurate keyboarding skills (60 w.p.m.)

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