LITERACY & ESSENTIAL SKILLS CLERK

CUPE 2357 – Level 3

CORE FUNCTION:

Under the direction of the Administrator of the Literacy & Essential Skills Program and the Principal of St. Nicholas Adult High School, the LES Clerk is responsible for records management and reporting according to the Ministry of Training, Colleges & Universities guidelines for LES students. This involves entering LES students in the database; maintaining records, and budget information; producing reports; maintaining and updating student files; providing administrative support, and performing other duties, as assigned by the supervisor.

MAIN DUTIES:

Responsible for records management and reporting:

- enters LES students in the database and maintains the database and student records
- creates and maintains monthly registers
- enters transportation support for each student
- enters satisfaction survey results and sends report to MTCU
- makes follow-up phone calls to exited students and enters database data
- produces statistical reports, as required

Provides administrative support and communication:

- provides program information to the public and other agencies
- provides administrative support to the LES instructors
- helps set up meetings, administers membership renewals, liaises with staff, students, the public and other agencies
- produces and distributes flyers
- processes time sheets
- performs general office duties

Performs financial activities:

- processes purchase orders, expense claims, and requisitions
- processes bus passes and tickets;
- maintains budget spreadsheets

Performs other duties, as assigned by the supervisor.

SUPERVISION OF STAFF

There is no supervisory responsibility

QUALIFICATIONS:

- 1 year Community College diploma
- two years of related experience (one year previous and one year on the job)
- good interpersonal skills
- proficiency in MS Office
- knowledge of BAS would be an asset

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