

OFFICE ADMINISTRATOR/STUDENT SERVICES #015

CUPE 2357 – Level 5

CORE FUNCTION:

Under the direction of the Principal, Vice-Principal and/or Head of Student Services, the office administrator provides administrative support to the Guidance Department; and performs other duties, as assigned by the supervisor.

MAIN DUTIES:

Provides administrative support:

- acts as receptionist for the Department (greet, assists and directs visitors, students and parents)
- responds to phone calls or directs to the appropriate person
- registers new students (ensuring completeness of documentation)
- maintains student OSR files
- enters student transcripts
- coordinates the collection, distribution and accuracy of university and college applications, Option contracts, etc.
- processes inter-school transfers
- processes information on graduating students
- maintains information centre on post secondary institutions, career information, volunteering and tutoring information, etc.
- coordinates the visits of university representatives
- prepares graduation diplomas
- generates reports from ESIS (ex. schedules, class lists, etc.)
- processes all cross-boundary applications
- completes month end reports
- word processes letters, memo, forms, reports, etc.
- assists with Ministry's October Report
- logs student options
- prepares course calendars
- schedules appointments for students, counsellors, co-op monitors, resource teachers and psychologist
- maintains department files

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
- 3 years of related experience
- Proficiency in MS Word, Excel, Publisher, etc.
- Knowledge of ESIS would be an asset
- Excellent interpersonal skills
- Initiative, tact, discretion
- Excellent organizational skills

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