

## **480 ADMINISTRATIVE ASSISTANT (CENTRAL OFFICE)**

### **Identifying Information**

Position Title:	Administrative Assistant (Central Office)
Classification Title:	Support Staff
Department:	Central Office
Reports to:	Assistant Superintendent of Learning, Technology and Facilities
Position Supervises:	N/A

### **Position Summary**

The Administrative Assistant (Central Office) refers to an uncertified person employed by the Division at the Central Office level to provide clerical and other assistance to the Central Office staff, the International Student Program Coordinator and the Director of Technology, Learning and Facilities.

### **Qualifications**

The qualifications of this position should include demonstrative competence in the following areas:

1. Strong oral and written communication skills.
2. Computer skills and experience in Google Suite and Applications (such as team drives, docs, slides, sheets, etc), Powerschool, internet use and ability to easily learn online database management/ knowledge of True North (or similar database).
3. Experience working in a fast-paced environment, preferably in a school or central office setting.
4. Highly organized.
5. Flexible.
6. Ability to work independently and as a collaborative, supportive team member.
7. Ability to problem solve with good decision making skills.
8. Friendly and professional manner when dealing with the public, staff and students.

## Major Duties and Responsibilities

1. Provide administrative support for the Central Office staff as directed by the Director of Technology, Learning and Facilities.
2. Provide administrative support for the International Student Program as directed by the International Student Program Coordinator, Assistant Superintendent of Learning, Technology and Facilities and the Homestay Coordinator.
3. Act as a receptionist for the office; greets, interviews, screens and directs callers and arranges meetings as required.
4. Communicate and develop strong relationships with agents from a variety of countries around the world.
5. Organize and generate the paperwork required for acceptance into the International Student Program and custodianship.
6. Maintain student files, database information, issue and track international invoicing.
7. Assist the International Student Program Coordinator and the Homestay Coordinator with the organisation of student activities, waivers, and insurance.
8. Organize and assist with the development of summer programs for groups from international destinations.
9. Issue accounts receivable invoices and maintain petty cash receipts and expenditures.
10. Maintain records as required.
11. Other duties as assigned by the International Student Program Coordinator, the Assistant Superintendent of Learning, Technology and Facilities and the Homestay Coordinator.

## References

Section 33,52,53,55,68, 198,199, 204, 205, 222,225 Education Act  
Employment Standard Code  
Labour Relations Code  
Occupational Health and Safety Act  
Freedom of Information and Protection of Privacy Act

## History

Developed: August 2003  
Amended: August 2021  
Amended: October 2024