

ADMINISTRATIVE ASSISTANT

PURPOSE:

This senior support position primarily provides administrative and secretarial support services for Director of Education, Chief Financial Officer and Administrative Services Officer. In addition, the Out-of-Scope Administrative Assistant is part of the team of senior administrative assistants who, under the direction of the Administrative Services Officer, provide support services to Senior Administration and the Board, as required.

This position reports directly to the Administrative Services Officer and indirectly to the Director.

DUTIES & RESPONSIBILITIES:

- ⇒ Support for Director of Education: telephone calls, schedule appointments; clerical support such as correspondence, surveys; Superintendent HR applications; electronic filing
- ⇒ Support for Chief Financial Officer: maintaining contracts; clerical support such as Loss Receipt Declaration forms; formatting and updating documentation
- ⇒ Support for Administrative Services Officer: clerical support; Board packages; Retirement Recognition
- ⇒ Responsible for reserving catering services, conferences, accommodations and transportation
- ⇒ Communication Team: maintaining social media and website; attend monthly Ministry communication meetings; distribute Media Advisories/Releases/Newsletters.
- ⇒ Oversee International Student Applications
- ⇒ Assist in the development of the School Year Calendar
- ⇒ Participate in other duties and special projects as required, which include, but are not limited to the Art Show, Career Fair, Beginner Band Clinic, ExtravaBANDza
- ⇒ Assist with reconciliation of purchase card transactions
- ⇒ Act as replacement for Receptionist duties when required
- ⇒ Must comply with any and all applicable Board guidelines, policies and practices, guidelines and legislation and regulatory requirements
- ⇒ Perform other related duties as assigned

QUALIFICATIONS:

- ⇒ Typically the required knowledge, skills and abilities are obtained through successful completion of Grade 12 coupled with a minimum of one (1) year of post-secondary Secretarial training or equivalent education from a recognized institution as approved by the Board of Education
- ⇒ Experience in developing and implementing comprehensive marketing and communication strategies would be considered an asset

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- ⇒ Proficient in the operation of computer systems and be able to work on a variety of software applications currently used in the school division
 - ⇒ Ability to create content for marketing collateral, website, social media platforms, press releases, newsletters and other communication channels that may be required
 - ⇒ Advanced experience utilizing Microsoft Suite
 - ⇒ Demonstrated ability to work independently, exhibiting a high degree of professionalism and strong organizational, communication and interpersonal skills
 - ⇒ Ability to multi-task in a fast-paced office environment
 - ⇒ Act in a confidential capacity to perform administrative and secretarial duties including data entry, developing reports, and overseeing employment & service contracts
 - ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information
 - ⇒ Ability to maintain accurate records and documentation and provide recommendations to the Administrative Services Officer
 - ⇒ Ability to interpret, and make decisions in accordance with, established policies and procedures.
 - ⇒ Practices and promotes integrity and ethical behaviour and demonstrates professionalism, tact, and approachability that project a credible and positive image of the department and school division
 - ⇒ Assumes responsibility, works independently, takes initiative, exercises judgment and makes decisions within the scope of authority delegated
 - ⇒ Excellent organizational skills including the ability to prioritize workload to meet deadlines
 - ⇒ Works cooperatively in a teamwork environment, demonstrates a positive attitude and has the ability to foster a positive work environment to achieve organizational goals and objectives
 - ⇒ Ability to recognize and implement change to enhance efficiency and effectiveness
 - ⇒ Minimum typing speed of 65 wpm

ADDITIONAL INFORMATION:

- ⇒ This position requires travel in order to pick up supplies therefore a reliable vehicle and driver's licence is required
- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required

CONCLUSION:

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the individual and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION EMBRACES THE
FOLLOWING VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

Any individuals working with/or representing the Saskatchewan Rivers Public School Division are expected to be exemplary role models at all times.