



JOB DESCRIPTION

Salary Grade: 5 CUPE 1328

Job Title:
Secretary – Community Relations

PRIMARY FUNCTION

The primary function of this job is to provide secretarial/administrative services to the department and ensure the smooth operation of the After Hours International Language Program.

MAIN RESPONSIBILITIES

1. Provides secretarial services to the department by performing duties such as:
 - responding to telephone calls (e.g. information with regard to International Language Program; clarifying payroll discrepancies made by the instructors; explaining the criteria for hiring; contacting parish priest re: pastoral reference; assisting other department to interpret, as necessary)
 - utilizing the word processing software to type letters, memos, mailing lists, forms, certificates, advertisement etc., as directed
 - forwarding teaching material (e.g. originals of text/exercise books, forms and instructor's manuals) for printing and arranging for distribution
 - requesting pastoral letter, academic documents and medical records from applicants
 - setting up employment interviews for supervisor/coordinator
 - composing routine correspondence
 - coordinating various mailing as required
2. Maintain the Human Resources System for all After Hours International Language Instructors and supply instructors by:

- inputting new and changing existing data (e.g. banking information, address and other personal/administrative changes)
- adding overtime/earning distributions
- communicating with supervising principals to ensure all attendance/absences are reported on time
- recording absences and cross checking absentee report/sign-in sheet against payroll registers
- reconciling payroll discrepancies

3. Coordinate activities for the department by performing duties such as:

- liaising with supervising principals, staff, parents and community agencies and performing secretarial/administrative duties to enable the smooth processing/operation of the program (e.g. coordinating for school/location transfers; liaising with churches to post the advertisement to post in their bulletin board)
- processing applications by ensuring all the required information is provided, obtaining outstanding data and referring the completed document to the Coordinator
- collating statistics by utilizing established formats to generate summary reports
- cross-checking the Ministry of Education Registers against the directories and Statistical Summary Forms to ensure the information corresponds with each other and discrepancies are corrected by instructors
- assisting the overall administration of the After Hours Program (e.g. maintaining and updating the instructors and supply instructors' directories; coordinating staffing needs and finalizing the placement; advising the Coordinator regarding the enrolment status of centres which determines the closure/combination of the latter etc.)

4. Provides administrative support to the department by performing duties, as required, such as:

- preparing cheque requisitions, petty cash vouchers, and purchase order requisitions, as necessary
- processing permits application and changes
- utilizing the additional language skill(s) possess(es) by the incumbent, if applicable, to assist in typing the advertisement; interpreting in interviews; liaising with vendors and marking test papers of the language(s) etc. as necessary
- utilizing appropriate computer software to provide secretarial services (e.g. Microsoft Office; SEMS; SAP, Access and Publisher etc)
- maintaining filing and follow-up systems as necessary
- photocopying and faxing material as required

5. Performs other related duties as assigned or required.

SKILL

- 2 year community college diploma or equivalent.
- 1 – 2 years related experience.

EFFORT

- Complexity of the job is in maintaining up-to-date records of human resources. Organizing multi-task demands to ensure process of input and other duties are being done correctly and on a timely basis. Complexity in the co-ordination of recruitment and ongoing program administration.
- Visual concentration and manual dexterity to input data into terminal (75%+). Lifting bundles of brochures – 25 lbs.

RESPONSIBILITY

- Decision making in the day to day administration human resources records and secretarial responsibilities. Accountable for developing and maintaining appropriate system (filing, follow-up, computer files) to ensure efficient execution of job duties. Accountable for coordinating the operation of the program within the structured guidelines provided.
- Errors in processing payroll would negatively result in wrong payment. Errors in processing staff changes would negatively affect personnel records. Errors in administrative/secretarial tasks would delay program operation and could inconvenience others.
- Contacts with other staff, parents, suppliers and general public in performance of duties (i.e. exchange of information, information on programs etc.)

WORKING CONDITIONS

- Open concept office environment.
- Stress from ongoing human resources deadlines. Stress from multiple priorities – payroll, report cards, telephones, multicultural contacts, supervisory secretarial needs. Stress from working after hours when required.