



# ADMINISTRATIVE ASSISTANT (INTERNATIONAL STUDENT PROGRAMS)

JOB DESCRIPTION | JUNE 2024

## NATURE AND SCOPE OF WORK

The Administrative Assistant (International Student Programs) performs a variety of finance, reception, and administrative duties for the International Student Programs team. This is a senior administrative assistant position that reports to both the Manager, International Student Programs and to the Assistant Secretary-Treasurer. The work frequently calls for the exercise of independent judgement in all aspects of the role where decisions are based upon a good understanding of departmental values and procedures.

## SPECIFIC RESPONSIBILITIES

- Performs a variety of finance, reception, and administrative duties for the International Student Programs team.
- Maintain student records in True North: International Program data management software, including: tracking arrival and departures, medical insurance, homestay changes, etc.
- Liaise with program partners, education agents, students and host parents regarding student travel, activities and health.
- Liaise and connect with students at school when necessary and for regular meetings for a variety of reasons such as collecting documentation, collecting payments, and supporting students at school.
- Performs all aspects of the departmental bookkeeping function, including budget reporting, True North data and accounting reconciliation, accounts receivable and accounts payable, expense processing, preparing journal entry requests, and account reconciliations, while ensuring district financial procedures are followed within the department.
- Produces a variety of material such as correspondence, records, reports, and agendas.
- May compile and condense numerical data including the use of spreadsheets from database sources.
- Prepares, processes, and maintains the preparation, processing, and maintenance of a large volume of records, files, and accounts.
- Develops, revises and/or implements work methods, forms, and procedures.
- Purchases supplies and equipment and maintains inventories.
- Use of MyEd BC student administration system to access student information and generate reports for the school district and Ministry of Education.
- Liaise with school administrative assistants to ensure accurate and up to date records of students registered at their schools, following Ministry of Education and school district policies.
- Performing aspects of bookkeeping functions, including budget and cost tracking, processing expense claims and spreadsheet analysis.
- Other related duties as assigned.

## **QUALIFICATIONS** (Required Knowledge, Skills and Abilities)

- One-year diploma or certificate program (approximately 700 to 1100 hours of instruction) at a recognized post-secondary institution in an administrative assistant/bookkeeping program or an equivalent combination of education and experience including three years recent related office administration and bookkeeping experience.
- Three years recent full-time equivalent office administration experience in a school or district department.
- Thorough bookkeeping knowledge and experience, including accounts receivable, accounts payable, budget reporting, reconciliations, and accounting procedures.
- Minimum proven typing speed of 45 wpm, with advanced word-processing skills, and intermediate proficiency in the use of Word, Excel and relevant database software applications.
- Demonstrated knowledge of the MyEd BC student administration system.
- Demonstrated proficiency in both oral and written communication including the ability to compose routine business correspondence.
- Sound knowledge of the applicable rules, regulations, policies, and procedures which govern departmental and/or school activities.
- Ability to establish and maintain positive working relationships with all School District staff and external parties and diplomacy.
- Ability to work independently with a minimum of supervision.
- Strong teamwork skills with the ability to work harmoniously and cooperatively within the team.
- Demonstrated ability to exercise initiative and judgment while working within prescribed procedures and processes.
- Excellent organizational skills with the ability to anticipate and prioritize job-related duties and to follow through and accurately complete tasks in a timely fashion.
- Superior communication and customer service skills including a demonstrated ability to exercise tact and diplomacy.
- Ability to maintain a high level of confidentiality.

## **REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS**

- One-year administrative assistant/bookkeeping diploma or certificate program (approximately 700 to 1100 hours of instruction).
- A clear Criminal Record Check to be updated every five years.

## **RELATIONSHIPS**

- Liaises and works in cooperation with colleagues.
- Frequent interaction with other school district employees, parents, and students.

## **REPORTING STRUCTURE**

- Reports to the School Administrator and to the Assistant Secretary-Treasurer.

## **THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT**

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

## **CLASSIFICATION**

- This position's classification is Administrative Assistant I and has a pay rate in accordance with Schedule B of The Canadian Union of Public Employees – Local 723 Collective Agreement.