

JOB TITLE	Administrative Secretary 2 – Career Studies Department
DEPARTMENT	Career Studies
LOCATION	Division Office
REPORTS TO	Assistant Superintendent, Senior Years and Careers Programs
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months

POSITION SUMMARY

The Administrative Secretary provides support to the Career Studies Department including the Adult Education Program and the Health and Wellness Program. The incumbent maintains Education Information System records for Adult Education and prepares reports for submission to Manitoba Education. The Administrative Secretary demonstrates excellent interpersonal and customer relations skills on the phone, email and in person.

QUALIFICATIONS

Education

- Grade 12
- One year post-secondary secretarial and/or business training from a recognized educational institution.

Experience

- Two years administrative experience

Knowledge, Skills and Abilities

- Knowledge of basic accounting.
- Proficiency in a variety of computer applications in a network environment requiring the use of word processing, spreadsheets, presentation software and database applications and publishing applications.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills and customer relations skills.
- Strong organization and planning skills.
- Ability to exercise initiative and independent judgment in determining work priorities, budget and program requirements.
- Ability to work with minimum direct supervision.

DUTIES AND RESPONSIBILITIES

- Provides administrative/secretarial support such as composing routine correspondence, editing correspondence, reports, and memoranda from verbal direction or from own knowledge.
- Provides administrative/secretarial services to other Department staff as assigned by the Assistant Superintendent.
- Schedules meetings and appointments.
- Demonstrates excellent interpersonal and customer relations skills.
- Processes School Initiated Course applications and maintains School Initiated Course database.
- Distributes and processes WebCT applications.
- Coordinates meetings and professional development conferences for Adult Education, School Guidance Counsellors, and High School Principals.
- Prepares agendas, minutes, and materials for meetings.
- Arranges travel and accommodations.
- Maintains Educational Information System (EIS) records and submits reports:
 - Inputs data into the EIS Student Database for Adult Education
 - Ensures accuracy of data in EIS
 - Maintains the EIS Database
 - Reports information to Manitoba Education
- Produces and distributes student statement of marks for transcripts
- Assists with annual, interim, and year end statistical returns
- Reconciles expense claims and vendor charges.
- Requisitions, organizes, maintains and distributes texts and course materials for Adult Education Centres.
- Provides Administrative/Secretarial support to Home Placement/P.E.N.T./Work Education in the absence of the Administrative Secretary.
- Assists Administrative Secretarial staff with incoming/outgoing Division Office mail, switchboard and reception relief.

Performs other duties as assigned.

CONTACTS

Division, Area and school personnel
External agencies (Manitoba Education)
General public

WORKING CONDITIONS

General office conditions.
This is a 12 month per year position.

PHYSICAL AND VISUAL REQUIREMENTS

Able to lift up to 15 kg boxes for shipping packages to schools.
Visual concentration and repetitive keyboarding tasks approximately 70% of the time.

EQUIPMENT USED

General office equipment
Personnel computer and a variety of software packages