

<b>JOB TITLE</b>	Administrative Secretary 2 – Frontier Collegiate Dormitory
<b>DEPARTMENT</b>	Dormitory
<b>LOCATION</b>	Frontier Collegiate Campus
<b>REPORTS TO</b>	Frontier Collegiate Administration
<b>STAFF SUPERVISED</b>	n/a
<b>PROBATIONARY PERIOD</b>	Three months

### POSITION SUMMARY

Reporting to, and under the general direction of Frontier Collegiate Administration, the Administrative Secretary performs clerical responsibilities and provides administrative assistance in the areas of finance, payroll, transportation, reporting, and purchasing for dormitory-related programs. The Administrative Secretary works independently requesting direction when necessary. The incumbent is also responsible for the provision of reception and telephone services for the Frontier Collegiate Dormitory.

### QUALIFICATIONS

#### Education

- Post-secondary secretarial and/or business administration training or an acceptable combination of training and experience.

#### Experience

- Previous senior secretarial/administrative experience an asset
- Previous bookkeeping or accounting experience an asset
- Previous experience working with adolescent youth an asset

#### Knowledge, Skills and Abilities

- Ability to work independently and as a member of a team
- Ability to communicate effectively with students and staff
- Ability to compose reports, data bases and correspondence
- Proficiency in a variety of computer applications in a network environment requiring the use of word processing functions, spreadsheets, presentation software and database applications.
- Knowledge of Frontier Collegiate Campus and Division policies and procedures
- Understanding of Indigenous Way of Life

### DUTIES AND RESPONSIBILITIES

The Administrative Secretary provides administrative and clerical services in the following areas:

#### Frontier Collegiate Dormitory Students:

- Compiles reports and records of student activities and concerns and distributes to parents, administration, provincial and federal agencies, staff and students.
- Orders and distributes supplies.
- Maintains key registry for students.
- Receives, sorts and distributes incoming student mail.
- Prepares outgoing mail.

#### Transportation:

- Prepares student transportation lists for distribution to airlines, transportation companies and local communities.
- Arranges air and vehicle transportation for students.
- Processes bookings for fleet vehicles as required.
- Purchases, issues and records bus, train, and airline vouchers for transportation.

#### Finance:

- Administers the treaty and student aid bursary programs, including the receipt, recording, reconciliation and disbursement of funds.
- Maintains program cash accounts for students, sports teams, canteen and other dormitory-related accounts as required.
- Ensures requests for leave are submitted, reconciles leave forms with payroll reports and submits adjustments
- Prepares and distributes cafeteria student workers' pay cheques.
- Ensures security of all monies received.
- Performs all required book-keeping responsibilities for separate accounts.
- Submits a monthly accounting to Division Office of room and board charges for treaty and dormitory students.

#### Secretarial:

- Processes requisitions and purchase orders for Dormitory operations and ancillary services (e.g. dormitory mentors, on call health workers, cafeteria).
- Submits purchase orders/packing slips for approval and payment.
- Provides switchboard and reception duties for Dormitory.
- Compiles and maintains an up-to-date database of dormitory students.
- Prepares and provides all required student reports, e.g. enrolment data, treaty/non-treaty statistics.
- Composes correspondence, reports and documentation on a weekly, monthly and annual basis, for Campus and ancillary programs.
- Compiles and distributes to parents, administration, federal and provincial agencies, reports regarding student activities and concerns.
- Maintains student and general Dormitory administration files.

Performs other duties as assigned.

## **CONTACTS**

Students

Parents/guardians

Campus Administration and staff

Outside agency personnel: community representatives, organizations, airlines, and transportation companies

Division administrative staff

## **WORKING CONDITIONS**

General office conditions.  
This position works the school year.

## **PHYSICAL AND VISUAL REQUIREMENTS**

Ability to lift up to 30 kg.  
Keyboarding approximately 70% of the time.

## **EQUIPMENT USED**

General office equipment.  
Personal computer and a variety of software packages.