

TITLE: Administrative Assistant II - International Student
SECTION: Education International Student Education
REPORTS TO: District Principal--International Student Education

#161

SUMMARY

Under the general direction of the District Principal, International Student Education or designate, provides administrative services and coordination for the International Student Education Department ("ISE"), including the supervision and direction of clerical staff.

DUTIES

1. Provide administrative services to ISE by processing and preparing correspondence and reports, including that of a confidential nature.
2. Coordinates, assigns, prioritizes and reviews work of administrative support staff.
3. Gives advice and guidance to other employees.
4. Trains and orients employees on departmental procedures and regulations.
5. Oversees the quality and accuracy of work of support staff. Contributes to performance evaluation.
6. Organize, coordinate, reconcile, and maintain multiple funds and accounts and respond to external/internal inquires. Invoice, receive, and allocate student fees for department accounts and International Student trust accounts.
7. Initiate and process payments and deposits for department accounts and International Student Trust accounts and corresponding entries using workplace management software applications.
8. Performs accounting and cashiering duties, manage and monitors departmental budget.
9. Verify data, prepare Official Letter of Acceptance and Custodianship Declarations for notarization.
10. Responsible to ensure validity and coordinate international student applications, including financial and school registration using workplace management software applications.
11. Confirm students are legally qualified for schooling, holders of Study Permits or eTA's as per regulations or law.
12. Internal/external communication with the international and the local community, includes international education agents, Homestays, school advisors, the Ministry, district staff, government agencies and natural parents.
13. Responsible to track Study Permit and Passport expiries and notify District Principal.
14. Responsible to provide direct service to international students regarding Immigration Canada authorization, private and public medical insurance coverage, transcripts and legalization of school documents.
15. Responsible to ensure the student's enrollment in and cancelation of medical insurance.
16. Responsible to ensure compliance with policies governing non-Canadian students as per School District 68, Ministry of Education and Citizenship and Immigration Canada policies.
17. Responsible to ensure when students travel the correct travel times and documents are entered into the workplace management software and to prepare letters of Enrollment for returning ISE students travelling during school breaks.
18. Schedule meetings, tours and coordinate student related functions. .
19. Responsible for the administration of the International Student Education Office during the absence of the District Principal and District Vice-Principal.
20. Maintains and orders office and stationary supplies, materials, learning resources, and informational materials. Monitors maintenance requisitions.
21. Maintain file systems, including database files.

22. May, on occasion due to urgent or emergency matters be required to work flexible or overtime hours.
23. May, on occasion, be required to perform other duties as assigned.

QUALIFICATIONS

- High school graduation or equivalent.
- Completion of a Business Administration Diploma or an equivalent combination of training and experience.
- Three years related experience, including work experience related to the International Student Education program or an equivalent combination of training and experience.
- Supervisory experience or a demonstrated ability to supervise.
- Knowledge and understanding of the various cultures within the School District 68 International Student community.
- Demonstrated ability using Workplace Management Database software, and Microsoft Office.
- Minimum keyboarding speed of 60 cwpm.
- Ability to perform duties independently with speed and accuracy and to work effectively under pressure with deadlines.
- Excellent organizational, interpersonal, and communication skills.
- Excellent grammar, spelling and punctuation skills.
- Ability to maintain the confidentiality of sensitive information seen or heard.
- Ability to operate standard office equipment.
- Valid BC 5 Driver's License.