

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

#174

SUMMARY

Under the direction of the Administrative Assistant II, International Student Education or designate, provides administrative, reception and clerical support services for the International Student Education (“ISE”) office.

DUTIES

1. Provides general office assistance including compose and type letters, memos, forms, reports and other documents. Maintains records and files. Including that of a confidential nature.
 2. Performs reception duties. Screens visitors. Responds to a wide variety of external/internal inquiries by telephone, e-mail and in person.
 3. Prepares, receives, and enters data for the homestay database, reviews, and updates homestay profiles; tracks parental acceptances of homestay placements.
 4. Prepares, receives, and enters data for the agent database, and agent agreements for signature by the District Principal.
 5. Maintains student database, prepares documents, spreadsheets and confirms registration documents are complete using workplace management database software.
 6. Assists with international student’s admissions, intake process, and registrations.
 7. Coordinates collection, and distribution of report cards to agents and parents using workplace management software applications.
 8. Confirms and tracks registration and renewals of Criminal Record Checks for homestay parents.
 9. Ships promotional materials to recruitment agents and coordinates all international shipping
 10. Prepare promotional materials, and orientation and arrival/departure packages
 11. Track international student’s arrival and departure dates using workplace management database software.
 12. Schedule and organize meetings and appointments. Arrange travel.
 13. Registration, tracking, booking of international student events and field trips including student event travel.
 14. Utilize desktop publishing software to prepare newsletters, flyers and advertisements.
 15. Assist with updates to ISE website and monitoring of social media platforms.
 16. May, on occasion, due to urgent or emergency matters be required to work flexible or overtime hours.
 17. May, on occasion, be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation.
- One year office administration program and advanced courses in database processing or an equivalent combination of training and experience.
- Three years office administrative experience which includes database software experience.
- Demonstrated exceptional working ability of workplace management database software and Microsoft office applications.

- Ability to adapt and use end user programs to track and provide data.
- Ability to perform duties independently with speed and accuracy and to work effectively under pressure with deadlines.
- Minimum keyboarding speed of 60 cwpm.
- Good interpersonal and communication skills.
- Excellent grammar, spelling, and punctuation skills.
- Ability to operate standard office equipment.
- Ability to maintain the confidentiality of sensitive information seen or heard.
- Valid BC Class 5 Driver's License