

TITLE: ADMINISTRATIVE ASSISTANT SPORTS ACADEMY

NEW #246

SECTION: School Based, As Appointed

REPORTS TO: Principal

SUMMARY

Under the general direction of the Principal or designate, performs administrative, secretarial, and clerical support in a confidential environment for the school's Sports Academy ("Academy") as well as general secretarial duties for the school office when required.

DUTIES

1. Compose and type letters, memos, forms, financial reports, office procedures and other documents. Following Academy procedure, prepare and enter data. Maintain department keys, records, and files, including those of a confidential nature.
2. Assist with the monitoring and preparation of Academy accounts, enrolment, and events. Provide updates to appropriate district staff as needed.
3. Receive, process and refund school funds and fees. Maintain and manage Academy accounts. Respond to enquiries regarding student's Academy fee payments.
4. Monitor the Academy budget by verifying and reconciling Academy credit card transactions.
5. Collect and track donations and prepare and provide tax receipts for community sponsorships.
6. Maintain electronic student records as per District and Ministry of Education guidelines. Track Academy enrolment including registration, incoming and outgoing players, waitlists, and admission confirmation.
7. Arrange Academy travel, meetings, and events. Book accommodation and transportation, administer and collect consent forms, and purchase insurance.
8. Arrange Academy and school international travel; confirm required travel documents for students and coaches are filed; including passports, credentials, criminal record checks, and other documentation as required.
9. Confirm registration and renewal of Criminal Record Checks for volunteers, coaches, and escorts.
10. Perform receptionist duties. Screen visitors. Respond to a wide variety of external/internal inquiries by telephone, email and in person.
11. Respond to enquiries from parents, students, and Ministry relating to administration, events, data management, students, and the Academy.
12. Responsible for ordering, verifying, receiving, and storing Academy school supplies.
13. Collaborate with the Secretary III in providing general secretarial services to the school Principal and staff.
14. May on occasion be required to perform back up secretarial and other related duties as assigned.

QUALIFICATIONS

- High school graduation or the equivalent.
- Completion of the one-year office administration program or an equivalent combination of

training and experience.

- Three years administrative office experience, including finance experience.
- Minimum keyboarding speed of 60 wpm.
- Demonstrated ability to operate all Microsoft Office products in a Windows environment.
- Excellent organizational, interpersonal and communication skills.
- Ability to perform duties with speed and accuracy and to work effectively under pressure with assigned deadlines.
- Excellent grammar, spelling and punctuation skills.
- Ability to operate and maintain standard office equipment.
- Ability to work with minimal supervision.
- Ability to maintain the confidentiality of information seen or heard.

2023.02.28

School District 68 (Nanaimo-Ladysmith)