

TITLE: ADMINISTRATIVE ASSISTANT – CENTRAL REGISTRATION
SECTION: Department of Learning Services
REPORTS TO: Director of Information and Education Technology

#223

SUMMARY

Under the direction of the Director of Information and Educational Technology, Executive Assistant and Department of Learning Services supports Central Student Registration and responsible to maintain student record, support Ministry of Education data collection, and administer secretarial, accounting and clerical support services for the Department of Learning Services.

DUTIES

1. District co-ordination and data entry of student registration while ensuring the district processes for student registration operate effectively and recommend changes to the Director.
 2. Enrolls new students to the district and ensures appropriate information is entered into the student information system i.e. MyEd.
 3. Prepares specific student information system reports and ensures data is entered correctly for data collection and compliance purposes.
 4. Perform and support iterative work to ensure accurate ministry data collection submissions for 1701 Reporting, Class Size and Composition, Form 1601, etc.
 5. Create and maintain registration waitlists. Responsible for transferring student registration information to schools.
 6. Organizes workflow, coordinates projects and monitors results for accuracy and completeness.
 7. Maintains department databases and joint databases with community agencies and various departments to ensure accuracy of data.
 8. Utilizes a personal computer or the District's computer system, to monitor individual program budgets within the department to carry out the procedures required for the annual and monthly budget and accounting processes.
 9. Provides reception and responds appropriately to a variety of queries, including those of a sensitive or confidential nature from district personnel, parents and the general public.
 10. Responsible for maintaining electronic student records as per District and Ministry of Education guidelines, i.e. suspensions, withdrawals, attendance.
 11. Composes, prepares, proofs and distributes materials of a routine nature and confidential student material.
 12. Manages department orders of materials, equipment, supplies and services and reconciles orders.
 13. Responsible for collecting, preparing, photocopying, collating and distributing a variety of documents and forms including the maintenance lists, student directories, and various departmental binders.
 14. Assists other departmental staff.
 15. Provides secretarial and accounting services to the Department of Learning Services staff by preparing a variety of correspondence, reports and material, from notes, drafts, or corrected copy, including those of a confidential nature.
 16. Assists with workshop and in-service planning, collection and reporting of funds, preparation of materials, displays, scheduling, registration and circulation of workshop resources; may assist in setup of workshops at various sites.
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QUALIFICATIONS

- High school graduation or the equivalent.
- Two year diploma in Business Administration or Business Management from a recognized post-secondary institution, including courses in basic accounting or an equivalent combination of experience and training.
- Minimum three years' experience in a senior clerical role.
- Previous experience working with a student information system.
- Demonstrated advanced skills in word processing, data base and spreadsheet software.

- Minimum keyboarding speed of 60 c.w.p.m.
- Demonstrated ability to compose correspondence of a non-routine nature inclusive of reports and correspondence utilizing excellent grammar, spelling and punctuation skills.
- Demonstrated ability to deal with highly confidential and sensitive issues with a high degree of diplomacy and confidentiality.
- Demonstrated ability to manage multiple projects, set priorities, work independently, perform duties with speed and accuracy, work effectively under pressure with assigned deadlines.
- Demonstrated strong research, analytical and problem solving skills.
- Excellent organizational, interpersonal and communication skills.
- Ability to exercise judgment and initiative interpreting Ministry policy and guidelines.
- Ability to operate and maintain standard office equipment, including a personal computer, photocopier, and scanner.
- May on occasion be required to perform other related duties as assigned.