

TITLE: IS PROJECT SECRETARY
SECTION: Information Systems Department
REPORTS TO: System Application Specialist II

#179

SUMMARY

Under the general supervision of the System Application Specialist II is responsible for providing secretarial support for the BCeSIS project, including the Instruction Support position, and the general IS department.

DUTIES

1. Collect, compose, prepare, photocopy, collate, proof and distribute a variety of documents, including procedural documentation, correspondence, Student Information System notifications, instruction support materials and other IT materials, from handwritten notes, rough drafts, or corrected copy.
 2. Assist as directed with workshops, in-service planning, and follow up, preparation of materials, scheduling, registration and circulation of workshop resources. Maintain a training database recording participation and completion dates.
 3. Provides general office assistance such as filing, placing orders, input, maintain and retrieval of data utilizing a personal networked computer.
 4. Conduct project training or general IT research as required.
 5. Receive and verify orders for the project and IS department and enter asset information in district asset management software as appropriate.
 6. Receive, record and process requests for loaner equipment. Record equipment returns and initiate action on overdue items. Verify that equipment is returned in satisfactory condition.
 7. Maintain a database of BCeSIS related change requests and monitor progress.
 8. Perform other related duties as required.
-

QUALIFICATIONS

- High school graduation or the equivalent
- Secretarial certificate and two years related experience or an equivalent combination of training and experience.
- Extensive knowledge of word processing and database creation and management using Microsoft products in a Windows environment.
- Ability to operate standard office equipment, including a personal computer.
- Ability to keep accurate records and to work independently.
- Minimum keyboarding speed of 50 c.w.p.m.
- 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 work with minimal supervision.

- Ability to maintain the confidentiality of sensitive information seen or heard.

2005-05-31(Interim)/2006.02.21

School District 68 (Nanaimo-Ladysmith)