

**TITLE:** Secretary, International Student Education Program  
**SECTION:** District International Student Education Office  
**REPORTS TO:** District Principal--International ED

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### **SUMMARY**

Under the general direction of the District Principal--International Education or designate, provides all administrative coordination and secretarial services for the International Student Education Office, including the supervision and direction of clerical staff.

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### **DUTIES**

1. Provide secretarial services to ISE Department by processing and preparing a variety of correspondence and reports, including that of a confidential nature.
  2. Organize, coordinate and maintain multiple funds and accounts. Invoice, receive, and allocate student fees for department accounts and International Student trust accounts.
  3. Initiate and process payments for department accounts and International Student trust accounts.
  4. Coordinate processing of student applications, including financial aspects and school registration. Respond to a variety of queries regarding prospective students.
  5. Communicate extensively with the international community, including international education agents and visiting parents both in face-to-face interaction and through correspondence.
  6. Communicate extensively with the local community, including homestay parents, district staff, and government agencies.
  7. Provide direct service to international students with regard to Immigration Canada authorization, medical insurance coverage, and inquiries regarding transcripts and legalization of school documents.
  8. Ensure compliance with policies governing non-Canadian students as per School District 68, Ministry of Education and Citizenship and Immigration Canada policies.
  9. Schedule meetings and tours and coordinate student related functions. Upon occasion, conduct school and district tours for visiting international agents, parents, and/or students.
  10. Is responsible for the administration of the International Student Education Office during the absence of the District Principal--International Education.
  11. Maintain file systems, including database files.
  12. Utilize desktop publishing software to prepare newsletters, flyers and advertisements.
  13. May, on occasion, be required to perform other duties as assigned.
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### **QUALIFICATIONS**

- High school graduation or equivalent.
- Completion of the Applied Business Technology Certificate for Administrative Assistants or Accounting Assistants plus up to 1 year of additional post secondary courses in general business and human resource management, and a minimum of three years experience or an equivalent combination of training and experience
- Supervisory experience or a demonstrated ability to supervise
- Working knowledge of word processing and data processing using Microsoft products in a Windows environment.
- Minimum keyboarding speed of 60 cwpm.
- Ability to operate standard office equipment.
- Excellent organizational, interpersonal, and communication skills.
- Excellent grammar, spelling and punctuation skills.
- Ability to perform duties independently with speed and accuracy and to work effectively under pressure with deadlines.
- Ability to maintain the confidentiality of sensitive information seen or heard.
- Knowledge and understanding of the various cultures within the School District 68 International Student community.
- Valid BC 5 Driver's License