

TITLE: Support Secretary - International Student Education Program
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SECTION: Secretary, International Student Education Program
REPORTS TO: District Principal—International Education

SUMMARY

Under the direction of the Secretary, International Student Education Program or designate, provides secretarial and clerical support services for the International Student Education office.

DUTIES

1. Provides general office assistance by processing and preparing correspondence to the International community; utilizing word processing, spreadsheet and database software to prepare reports and documentation, including that of a confidential nature.
 2. Maintains the homestay database and writes profiles; tracks parental acceptances of homestay placements.
 3. Maintains the agent database, prepares agent agreements for signature by the District Principal.
 4. Maintains department filing system.
 5. Assists with student applications for admission; maintains student database, prepares copies of documents; completes school registration documentation.
 6. Ships promotional materials.
 7. Assists the Secretary-International Student Education Program in processing intake of new students, including assembling information packages.
 8. Schedule meetings, makes travel arrangements and coordinates student field trips.
 9. Utilizes desktop publishing software to prepare newsletters, flyers and advertisements from written copy.
 10. May, on occasion, be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation.
- Secretarial certificate, and two years related experience or an equivalent combination of training and experience.
- Working knowledge of word processing, database and desktop publishing software processing using Microsoft products in a Windows environment.
- Minimum keyboarding speed of 60 cwpm.
- Ability to operate standard office equipment.
- Good 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.
- Valid BC Class 5 Driver's License