

POSITION TITLE:

ADMINISTRATIVE ASSISTANT TO HUMAN RESOURCES

Reports to: Superintendent of Human Resources

Function/Purpose:

To provide clerical and administrative support to enhance the efficiency and effectiveness of the work of the Superintendent of Human Resources.

Required Education, Knowledge, Qualifications and Experience:

- Possess a Grade 12 diploma.
- Minimum of one year of secretarial training (or equivalent) at a recognized institution as approved by the Division.
- Basic understanding of human resource functions.
- Knowledge of related computer applications.
- Understanding of human resource reporting and record keeping requirements.

Required Skills and Abilities:

- Demonstrated proficiency in word processing applications and database software packages.
- Proficiency in the operation of telephone systems, computers, copiers and other basic business equipment.
- Proficiency in keyboarding.
- Excellent interpersonal, public relations and communication skills, both verbal and written.
- Well organized.
- Accurate and attentive to detail.
- Accurate filing skills.
- Ability to work as a team player.
- Ability to work independently with minimal supervision.
- Ability to maintain strict confidentiality with respect to Division operations.
- Self-directed, task and goal oriented.
- Display a positive attitude.

Required Personal Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Collaborative and flexible.

Supervision of Staff:

This Administrative Assistant to Human Resources will not be required to supervise employees.

Duties and Responsibilities:

Without restricting the generality of the description above, the Administrative Assistant shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Be willing to engage in life long learning with respect to training, inservices and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff, students, parents and the public.
- Be knowledgeable and supportive of applicable Board policies.
- Perform limited receptionist duties such as directing telephone and on-site inquiries to appropriate personnel in a professional and courteous manner.
- Relay communications verbally and in writing to staff at other Division centers and schools.
- Provide general support for all of the Human Resource functions carried out by this office.
- Assist with research on various topics related to recruitment, retention, benefits and other topics related to the work of the Superintendent.
- Prepare contracts and letters of appointment.
- Maintain secondary personnel files.
- Prepare a variety of reports and documents.
- Prepare and place advertisements for personnel.
- Prepare resume summaries and interview schedules.
- Schedule interviews as requested.
- Maintain current schedule of open positions.
- Prepare monthly staffing update report.
- Perform secretarial and clerical duties such as typing/word processing, duplicating, collating, filing, recording, sorting and related duties as requested.
- Receive, send and distribute email and fax messages as required.
- Be familiar with a central filing system.
- Liaise with other departments and agencies.
- Order/pick up supplies as may be required.
- Other duties as may be assigned by the Supervisor.

Judgement, Independence and Client Contact:

- Confidentiality
 - The Administrative Assistant is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.

- Independence
 - The employee is expected to work independently with minimal supervision.
- Working Jointly with Other Staff on Common Assignments or Tasks
 - This position involves working closely with other personnel in this and other Education Centers on a daily basis.
- Responsibility for Quality of Assigned Work
 - The employee is responsible for the quality of the work and is expected to seek clarification and directions on any matters of concern. The effectiveness of this position is dependent upon the efficient, accurate and timely relay of information.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Revised: August, 2015

Director Approved: August 14, 2007