



2011
February

JOB DESCRIPTION

JOB TITLE	Assistant, Adult, Alternative and Continuing Education
JOB LEVEL	B
DEPARTMENT	Learning Support Services
SUPERVISOR	Principal

POSITION SUMMARY

The Assistant, Adult, Alternative and Continuing Education supports school administrators by completing tasks related to the reception duties, and assisting with general clerical, operational and data management tasks. The emphasis on particular responsibilities may vary by program or location.

DUTIES AND RESPONSIBILITIES

- Greet and direct students, teachers and the public.
- Direct student registrants to appropriate personnel as required.
- Answer telephone calls, take messages or redirect as necessary.
- Register students and issue student receipts.
- Update and maintain student database including personal and academic information.
- Prepare correspondence, photocopy and distribute materials and complete filing.
- Complete tasks related to staff attendance and payroll.
- Schedule appointments for Instructors.
- Monitor supplies and place orders through Board systems.
- Assistant Coordinator with compilation of data.
- Operate office equipment including fax machine, photocopier, computer, etc.
- Process incoming and outgoing correspondence (mail, email, fax and courier).
- Provide site-specific support for programs and staff.

EDUCATION

Completion of OSSD or equivalent.

EXPERIENCE

Related work experience is an asset.