

**Position:** Executive Assistant

**Department:** Senior Administration Department

**Reports To:** Senior Administration and the Board

## **JOB SUMMARY**

This position is responsible for providing confidential administrative assistant duties to the Senior Administration Department and the Board. The role is crucial for ensuring that the Division's operational and governance functions comply with Divisional Policy, Procedures and Provincial legislative requirements.

## **PRIMARY RESPONSIBILITIES**

### **Administrative and Secretarial Support:**

- Provide comprehensive administrative support to the Senior Administrative Team and the Board of Trustees.
- Prepare and distribute reports, agendas, and supporting materials for Board meetings, and preparing and posting Board minutes to the SVSD website.
- Communicate and prepare for various meetings and workshops for the Board and Senior Administrative Team.
- Maintain general records, including interprovincial applications and school of choice applications/approvals, and making conference and meeting arrangements for the Board and Senior Administrative Team.
- Daily office duties to support the overall function of the office.

### **Communication and Information Management:**

- Serve as the receptionist for visitors and callers at the Division Office, directing inquiries to appropriate personnel.
- Prepare and upload items to the division website, copy and distribute informational materials to schools and individuals.
- Manage the HR and SVSD Social Media email accounts and prepare and submit advertisements to local newspapers and online outlets.

**Records and Human Resources Administration:**

- Maintain Pupil Files (Cumulative and Resource) and fulfill Student Record Requests.
- Maintain the Educational Assistant, Uncertified, and Certified Teacher Substitute Lists.
- Support the human resource functions of recording staff intent forms annually, assisting with job postings and tracking, and preparing various HR-related letters such as hire/resignation, probation, evaluation, increment, and salary advices.

**Operational and Financial Support:**

- Oversee office supply orders, office clothing, nameplates, business cards, and food and beverages for meetings.
- Complete annual reports such as FIPPA, HUB Insurance, Trustee Indemnity, and School Summary Report.
- Accomplish tasks such as creating snow/ice logbooks for the Maintenance Department and making hotel arrangements for the Board and Senior Administration.
- Maintain the office kitchen.

**Seasonal/Annual Coordination:**

- Assist in planning the annual employee retirement and recognition evening.
- Prepare Kindergarten Registration Packages (January) and Kindergarten Bags (April).
- Update the School Calendar (February) and School Contact Lists.
- Liaise with the Professional Certification Unit for Limited Teaching Permits and Month End Staff Changes.
- Facilitate the Energized Parking process (October).
- Maintain the Band Rental Forms process.

## **POSITION QUALIFICATIONS**

### **Required Education and Experience:**

- Graduation from grade 12 and a two (2) year post-secondary program in Office Administration/Secretarial Science, or equivalent.
- A minimum of two years prior Administration Assistant experience or equivalent is required.

### **Required Knowledge, Skills, and Abilities:**

- Proficient administrative assistant and clerical skills.
- Ability to apply information technology skills, including but not limited to word processing, spreadsheets, databases, publishing, and search engines.
- Proficient written and grammatical skills, and well-developed communication skills.
- Strong organizational skills with demonstrated attention to detail.
- Ability to prioritize a multi-task workload, and manage multiple priorities, time pressures and deadlines.
- Demonstrated problem-solving skills.
- Understanding of and an ability to appropriately deal with and maintain confidential information.
- Ability to be flexible and adjust to changing work assignments.
- Ability to work independently and as part of a team.
- Valid Class 5 driver's license.

### **Preferred Qualifications:**

- Completion of courses, training, or a diploma/degree program in communications, business administration, or human resource management.
- Completion of technology courses and/or training in a variety of applicable technology programs and software and experience and training in Microsoft Office.

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## **COMPETENCIES**

### **Organizational:**

- **Compliance and Accountability:** Demonstrates adherence to Divisional By-Laws, Policies, Procedures and Provincial legislative requirements in all operational and governance functions.
- **Fiscal Responsibility:** Contributes to the accuracy and timely submission of financial and provincial reporting requirements.

### **Role Specific:**

- **Confidentiality:** Maintains strict confidentiality regarding sensitive information related to the Senior Administration Department and the Board.
- **Administrative and Technical Proficiency:** Expertly utilizes secretarial, clerical, and computer software applications, including word processing, spreadsheets, databases, and publishing tools.
- **Organizational and Time Management:** Exhibits strong organizational skills, meticulous attention to detail, and the capability to manage a multi-task workload under time pressures and deadlines.
- **Interpersonal and Communication Skills:** Engages in well-developed written and verbal communication, effectively interacting with internal and external stakeholders.
- **Problem-Solving:** Applies demonstrated problem-solving skills to navigate and resolve operational issues.

## **WORK CONDITIONS**

### **Physical Demands:**

- Low to moderate intensity physical effort, likely less than two hours per day, consistent with an office administrative role.
- Minor risk of injury, harm, or illness.

### **Environment:**

- The role primarily operates within an office environment, performing daily administrative duties.
- Requires constant communication and interaction with people both inside and outside of the division on a daily basis.

- Interactions can be complex, often requiring interpretation, persuasion, or negotiation to handle problematic situations.
- The position involves frequent handling of confidential information.
- Key communication tools include phone and division-wide emails.
- The role typically involves little exposure to disagreeable elements, primarily within an office setting.