

OFFICE ASSISTANT

JOB TYPE: PART-TIME (approximately 26 to 32.5 hours a week)

START DATE: AUGUST 21, 2023

JOB TITLE: Office Assistant

DEPARTMENT: Main Office – STEM Collegiate Junior High School

REPORTS TO: Office Coordinator

TYPE: Permanent

HOURS OF WORK: 8:15–3:15pm Mon., to Fri., on regular instructional school days.

SALARY: \$20.00 to \$27.00 per hour, according to qualifications and experience

SUMMARY:

The Office Assistant is responsible for providing clerical support and assisting with office operations in the Main Office of STEM Collegiate Junior High School. This high visibility support staff role plays an important part in maintaining the efficient functioning of the school. The Office Assistant supports the Office Coordinator and School Principal with administrative tasks and helps to ensure that all office functions are carried out in a timely and accurate manner.

KEY RESPONSIBILITIES:

1. Clerical Support: Provide clerical support to the Office Manager and Coordinator, including photocopying, faxing, and filing documents. Assist with the distribution of incoming and outgoing mail. Assists itinerant staff and guest teachers.
2. Reception: Greet visitors and answer phone calls in a professional and courteous manner. Direct visitors to appropriate staff members and ensure that phone messages are delivered promptly.
3. Record Keeping: Maintain accurate records of student attendance, enrollment, and other administrative data. Assist with the preparation of reports and other administrative documents.

4. Student Support: Provide support to students and parents, including answering questions about school policies and procedures, assisting with enrollment and registration, and coordinating student activities and events. Administer minor first aid and advise parents of injury.
5. Transportation: Communicate with yellow bus transportation service provider on a regular basis and help to facilitate route planning and changes as required.
6. Other Duties: Perform other duties as assigned by the Office Coordinator, including assisting with special projects and events.

QUALIFICATIONS:

- High School Diploma or equivalent.
- Some experience in an office or administrative support role preferred.
- Standard First Aid Certificate or be willing to take a first aid course prior to start date.
- Excellent communication and interpersonal skills, with the ability to interact effectively with a diverse range of stakeholders.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Strong organizational skills and attention to detail.
- Ability to work independently, manage multiple tasks and priorities, and adapt to changing circumstances.
- Familiarity with, or willingness to become familiar, with school administrative procedures and policies.

WORKING CONDITIONS:

The Office Assistant will work in a fast-paced environment and will be required to interact with a diverse range of stakeholders, including students, parents, teachers, and other staff members. The position may require occasional evening or weekend work, paid per hour at the regular wage rate, to support school events or activities. Extra hours or overtime work must be approved in advance by the Office Coordinator or School Principal. STEM Collegiate School is a non-unionized workplace.

PHYSICAL REQUIREMENTS:

The Office Coordinator will be required to sit or stand for extended periods of time and may need to lift or move objects weighing up to 25 pounds. This is a physically demanding job as is typical of any support staff role in a secondary school setting. Individuals with high energy and generally robust mental health are more likely to enjoy working in this environment.

ADDITIONAL INFORMATION:

This job description is not intended to be all-inclusive. The employee will also perform other reasonably related job duties as assigned by the Office Coordinator, Principal or Superintendent.

A Vulnerable Sector Criminal Record Check and evidence of any purported credentials will be required from successful applicants.

The Office Assistant is required to return to work at least two-days prior to the end of the scheduled summer break, or as mutually agreed upon with the School Principal, and any accumulated paid vacation time is only to be taken when the school is closed to students (*i.e., non instructional days*). Unpaid vacation time includes winter, spring, and summer breaks according to the school's academic calendar. For our inaugural year of operation, the Office Assistant is required to start one-week prior to the arrival of students on Aug 28, 2023.

Interested individuals are encouraged to review the schools [2023-2024 academic calendar](#) on the STEM Collegiate website as the office assistant position is not scheduled to work during non-instructional days.

The successful candidate can anticipate working between three to five days a week from 8:15-3:15pm, including two 15-min paid breaks per day and a 30-min unpaid lunch break. Salary is hourly at a rate of \$20.00 to \$27.00, according to qualifications and experience, plus benefits & ample unpaid time off when the school is closed for scheduled breaks.

APPLICATION PROCESS:

- Qualified candidates are encouraged to submit an application by **5pm on Friday May 12, 2023**, through the [Apply to Education](#) website posting by providing the following:
 - Cover Letter
 - Resume
 - Contact Information for 3 professional references (Supervisors only)
- The interest of all applicants is appreciated; however, only those short-listed for interviews will be contacted. *Note:* No references will be contacted prior to interview or without permission