

TITLE: Secretary 3, International Student Program
SECTION: Cowichan Secondary School
REPORTS TO: District Principal, International Student Program

SUMMARY:

Under the direction of the Principal or Delegate, provides secretarial, reception and office support services to the International Student Program.

DUTIES:

1. Relieves the Principal and Vice Principal of administrative detail associated with operating the International Student Program office. Directs, assigns and monitors other clerical staff.
2. Responds to general phone calls, emails, walk-in or written enquiries from prospective applicants, students, parents, agents, homestay parents, community members and school district staff.
3. Maintains agent contracts; tracks commissions and money transfers.
4. Assists the Principal in processing applications from prospective international students including: producing letters of invitation, letters of acceptance and related documents, producing invoices, assisting with collections, and tracking of payments.
5. Works with parents and agents to ensure international students' legal status to study in Canada is obtained and maintained; including preparing documents for visa and passport renewals, providing advice, tracking study permit and visa renewal status, collecting fees.
6. Initiates, tracks and renews medical insurance coverage for international students; liaises with medical service providers, families and insurers regarding coverage, premiums, claims and service. May be required to attend and take notes at student medical visits.
7. Monitors supplies of program marketing and application materials; arranges translation and printing of materials; arranges for translation of materials into various languages; assists the Principal in designing and preparing marketing and application materials.
8. Communicate with homestay families regarding student transportation and other matters; communicate with agents and families regarding student report cards and other matters.
9. Participates in International Program Safety Emergency Plan.
10. Enters data, maintains databases and prepares reports for the Principal. Works with database developers in designing and modifying databases unique to the international program.
11. Operates standard office equipment, including a personal computer, photocopier, fax machine, postage meter and adding machine, and provides first-line maintenance as required
12. May, on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12
- One to two year certificate or diploma in business administration or equivalent combination of training and experience.
- Must hold or be qualified for RISIA (Regulated International Student Immigration Advisor) certification.

Skills - the applicant must have

- Advanced database skills
- Intermediate secretarial skills
- Intermediate spreadsheet skills
- The ability to accurately interpret legislation, regulations, policies and contracts
- Basic bookkeeping skills

Experience - the applicant must have

- More than one year of experience at a similar level of skill and responsibility.

Other - the applicant must

- On a continuing basis, assume some of the normal supervisory responsibilities of other clerical employees
- Show tact and discretion when dealing with or settling requests, complaints or clarification of information
- Make recommendations for changes to established methods or procedures. Work involves a choice of methods or procedures or sequence
- Be accurate in his/her work; pay attention to detail
- Be able to manage multiple priorities with critical deadlines

APPENDIX A

JOB EVALUATION

COVERING

**SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)
(EMPLOYER)**

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5101

ADVICE OF RATING

EMPLOYEE NAME:	
JOB TITLE:	91 – Secretary-3, International Student Program
LOCATION:	Cowichan Secondary School
EFFECTIVE DATE:	

This is to advise that the rating for the job to which you have been appointed is as follows:

JOB RATING

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	6	5	4	4	3	4	4	2	2	3	1
Total Points	377										

RATING CLASSIFICATION: LEVEL	16
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