

TITLE: Secretary - International Student Program  
SECTION: Cowichan Secondary School  
REPORTS TO: ISP Principal or Delegate

SUMMARY:

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

DUTIES:

1. Performs reception duties by answering telephones, relaying messages, directing visitors and responding to routine inquires.
2. Communicates with students, families, homestays, agents and schools as directed.
3. Processes and maintains a database of student records, applications, and registrations ensuring all documentation complies with legislation for international students and immigrant families.
4. Prepares correspondence and types a variety of letters, forms, reports and other documents, some of which may be confidential.
5. Receives money and issues receipts.
6. Assists in organizing ISP events and travel events in support of the International Student Program, including quotes, itineraries, tracking of budget, and ensuring all necessary travel documentation is in place for review.
7. Prepares, collates, maintains inventory and distributes marketing materials world-wide as required.
8. Operates standard office equipment and provides first-line maintenance as required.
9. May, on occasion, be required to perform other job-related duties as assigned.

## QUALIFICATIONS:

Education - the applicant must have completed:

- Grade 12
- Supplemented by successful completion of courses in secretarial training of a duration of up to 12 months.

Skills - the applicant must have:

- Intermediate computer skills
- Basic bookkeeping skills

Experience - the applicant must have:

- Experience in a secretarial position of greater than 3 months.

Other - the applicant must:

- Be able to follow established methods and procedures that are well defined and/or detailed.
- Show tact and courtesy in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

**APPENDIX G**

**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:	61 - Secretary - 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	4	3	2	3	3	4	4	1	1	3	2
Total Points	279										

RATING CLASSIFICATION: LEVEL	10
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