TITLE: Secretary, 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 of administrative detail by independently handling all responsibility associated with operating the International Student Program office which includes directing, assigning and monitoring 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, produces invoices and tracks payments.
5. Works with parents and agents to ensure international students' legal status to study in Canada is obtained and maintained; includes preparing documents for visa renewals, tracking study permit and visa renewal status, collecting fees.
6. 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.
7. Initiates, tracks and renews medical insurance coverage for international students; liaises with medical service providers, families and insurers regarding coverage, premiums, claims and service.
8. Prepare and publish newsletters; communicate with homestay families regarding student transportation and other matters; communicate with agents and families regarding student report cards and other matters.

9. Enters data, maintains databases and prepares reports for the Principal. Works with database developers in designing and modifying databases unique to the international program.
10. Operates standard office equipment, including a personal computer, photocopier, fax machine, postage meter and adding machine, and provides first-line maintenance as required
11. May, on occasion, be required to perform other job-related duties as assigned.

61 - Secretary - International Student Program Revised: October 31, 2014

QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12
- Two year certificate or diploma in business administration or equivalent combination of training and experience.

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's 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
Revised: October 31, 2014

JOB EVALUATION

COVERING

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

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 606

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	2	1	1	2	1
Total Points	245										

RATING CLASSIFICATION: LEVEL	8