



# Administrative Assistant ISP REGISTRY

## International Student Programs

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### OVERVIEW

Reporting to the Director of International Student Programs (ISP) or designate, the Administrative Assistant is responsible for creating and maintaining the information registry for students in the International Student full-year academic program

### POSITION DESCRIPTION

#### Administrative Assistant ISP Registry

#### **AARE-1**

Responds to enquiries from prospective international applicants, students, parents, agents, staff, or the public regarding academic programs and regulations, procedures, application forms etc.

#### **AARE-2**

Administers the academic application process by: processing admission applications ensuring compliance with program policies and procedures; reviewing forms for completeness and accuracy; following up on incomplete applications; issuing receipts for application fee; initiating student files; and forwarding complete applications to the supervisor for review and approval

#### **AARE-3**

Issues correspondence related to the programs initial Letter of Acceptance for fee paying students as approved by supervisor; invoices students; and notifies those of non-eligibility

#### **AARE-4**

Creates and maintains student application files for both programs and enters information into the file tracking system - Long term students only; assisted by Clerk Typist (initial entry into DB)

#### **AARE-5**

Generates letters of correspondence such as the Letter of Acceptance Guarantee; generates and coordinates the notarization of Letters of Guardianship and issues receipts for fees paid as required

#### **AARE-6**

Generates all fee-paying student invoices and assesses eligibility for student fee discounts based on established guidelines

#### **AARE-7**

Advises students of Immigration Canada and the Ministry of Education directives and revisions to policy and procedures in relation to offshore, international and out of district students

**AARE-8**

Composes correspondence, memoranda, reports, forms and email as required

**AARE-9**

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description

**QUALIFICATIONS FOR  
ADMINISTRATIVE ASSISTANT ISP REGISTRY**

<b>EDUCATION</b>	<b>TECHNICAL REQUIREMENTS</b>  Grade 12 or equivalent, <b>and</b>  One (1) year post-secondary Office Administration Certificate or equivalent combination of education and experience; including courses in basic accounting, supervision, records management and computer skills. (Must demonstrate desktop skills including documents, spreadsheets, presentations, web pages, e-mail and bookkeeping skills by passing related district tests)
<b>EXPERIENCE</b>	<b>TECHNICAL REQUIREMENTS</b>  Two (2) years advanced administrative experience
<b>KNOWLEDGE</b>	<b>TECHNICAL REQUIREMENTS</b>  Sufficient knowledge of database systems to extract information and create ad hoc reports and desk top expertise in order to provide advice to others using spreadsheet and word processing applications  Sufficient knowledge of records management to create, store, and allow retrieval by other authorized employees  Basic knowledge of the school system and a willingness to gain an understanding of District policies and procedures as they relate to the program/department

<p><b>SKILLS AND ABILITIES</b></p>	<p><b>TECHNICAL REQUIREMENTS</b></p> <p>Keyboarding at 60 W.P.M.</p> <p>Ability to perform job related mathematical calculations</p> <p>Ability to establish and maintain effective working relationships with parents, teachers, students and others in a multi-cultural environment</p> <p><b>PROBLEM SOLVING REQUIREMENTS</b></p> <p>Ability to prioritize work to ensure that it is managed in a timely manner in a busy environment often under pressure and multiple demands</p> <p>Ability to work well independently and as a member of a team</p> <p>Ability to compose business correspondence for an international audience</p>
	<p><b>INTERPERSONAL REQUIREMENTS</b></p> <p>Ability to maintain confidentiality of sensitive information seen or heard</p> <p>Effective written and oral communication skills and the ability to request and convey information in an appropriate manner</p>
	<p><b>OCCUPATIONAL REQUIREMENTS</b></p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Able to perform physical and mental activities related to job duties</p> <p>Able to occasionally lift up to 18 kg (40 lbs) and operate related equipment</p>

Modified: October, 2015

This position was formerly known as an Administrative Secretary II and Registrar Secretary ISP.

Reviewed by JJEC and no change to rating December 3, 2015

Occupational Code: REGS