



POSITION TITLE: On-call Department Support Assistant (Basic Level – Pay Grade 8)

REPORTS TO: Administrator Responsible

DATE: March 2017

LOCATION: North Vancouver campus

SUMMARY

Reporting to the Department/Divisional Supervisor, the on-call Department Support Assistant provides general clerical tasks in support of the administrative and clerical requirements of the department, for example; processing forms, basic data entry, file maintenance, and communication with other departmental staff. The on-call Department Support Assistant is aware of the Mission and Values of Capilano University, incorporating and practicing the values in everything they do.

DUTIES & RESPONSIBILITIES

1. Provides support to maintain paper and electronic files
2. Assists in the distribution of mail, faxing, emailing, scanning, ordering supplies
3. Adheres to shredding/recycling schedules as required
4. Supports preparing rooms for meetings, equipment for department

REQUIRED EDUCATION & EXPERIENCE

1. Grade 12 plus training/courses in general office and computer software applications.
2. Minimum one year of experience in a related clerical position.
3. Working knowledge in all MS Office applications including Word, Excel.
4. Ability to demonstrate effective team behaviors, in cooperation, active listening, tact, good judgement and diplomacy.