

POSITION TITLE: On-call Department Support Assistant (Intermediate Level Pay Grade 12)

REPORTS TO: Administrator Responsible

DATE: March 2017

LOCATION: North Vancouver Campus

SUMMARY

The on-call Department Support Assistant is responsible for the provision of clerical support to Programs and Departments within the Divisions as required. Under the direction of the Administrative Assistants/Secretaries the on-call Department Support Assistant will provide clerical assistance to the Administrative Assistants/Administrative Secretaries, faculty and staff. The on-call Department Support Assistant uses a considerable knowledge in Microsoft Office software and desktop publishing skills to format and process departmental administrative requirements. 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. Assists department/faculty with the processing, formatting, editing and collating of administrative materials.
2. Processes and formats various types of departmental documents including reports, regulations, tactical plans, updates of student information or resource packages, scanning etc.
3. Maintains a database of department/course/program materials for departments/programs.
4. Assists Administrative Assistants/Secretaries with correspondence and follow-up to inquiries.
5. Performs photocopying and other related duties as assigned by the Administrative Assistants/Secretaries.
6. Organizes and maintains an electronic copy of all materials for future reference.

REQUIRED EDUCATION & EXPERIENCE

1. 1 year Post Secondary related education (e.g. Office Assistant Certificate)
2. Minimum of two years of current related secretarial/clerical experience.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

1. Considerable knowledge in all MS Office applications including Word, Excel.
2. Excellent clerical support skills including the ability to work independently, to prioritize a large volume and diversity of tasks and use initiative.
3. Excellent time management, interpersonal, written and oral communication, and organizational skills.
4. Ability to demonstrate effective team behaviors, in cooperation, active listening, tact, good judgement and diplomacy.
5. Knowledge of systems for example; *Banner* and *Famis* is an asset.