

**SCHOOL DISTRICT NO. 63
(SAANICH)****JOB DESCRIPTION****CLASSIFICATION**

Clerical

POSITIONInternational Program Administrative
Assistant**SUMMARY**

Under direction of the School Administrator for the International Program, manages the office operation of the Saanich International Student Program (SISP). Supervises employees and monitors SISP budget information. To perform the duties of the job, flexible working hours are required including weekdays, week nights and weekends.

DUTIES

- Supervises employees
- Manages the SISP student database working directly with programmers to continually upgrade and improve to accommodate the needs of SISP; enters, updates and changes student information in the student database system
- Organizes and manages student applications, medical and immigration documents, information for homestay placements and other issues including problem solving and coordination with schools, the Director of Finance, the Payroll and Benefits Manager, and BC Medical
- Problem solves agent, parents, students, educators, homestay issues as they arise
- Manages the invoicing, collection and accounting for the international student fee program including tuition, medical, school student fees and homestay fees
- Trains staff in SISP office procedures
- Provides recommendations on administrative and policy issues
- Generates complex documents, reports and confidential correspondence
- Prepares bank deposits, cheque requests and financial position statements
- Assists with the analysis of the program's budget needs and makes recommendations on preliminary and final budgets
- Answers, screens and refers inquiries; addresses when possible and/or takes messages from parents, students, educators and public with regards to district and SISP policies and procedures
- Provides recommendations on administrative and policy issues
- Remains current on information pertinent to immigration, study permits, and home stay practices and requirements
- Reviews immigration documents and study permits, home stay applications and post-secondary requirements
- Develops and produces reports from the student database system for student progress and for data analysis and transfer information electronically as necessary
- Composes, edits and produces communications with students, agents and parents as appropriate (e.g. acceptance letters, invoices, correspondence with Immigration)
- Maintains a manual for the SISP program
- Organizes SISP monthly activities
- Manages agent agreements
- Attends international program meetings and records minutes
- Maintains filing system
- Orders supplies and equipment

** Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

QUALIFICATIONS

- Grade 12
- Three years' related experience
- Certificate in Accounting
- Minimum word processing speed of 60 W.P.M.
- Working knowledge of general office procedures
- Working knowledge of spreadsheet and word processing products and other related software
- Demonstrated ability to work independently, multi-task and prioritize workload
- Demonstrated ability to compose effective business correspondence

** Or an equivalent combination of training and experience.*

DESIREABLE SKILLS

- Working knowledge of immigration policies and procedures
- Working knowledge of the SISP database
- Working knowledge of Medical Insurance; both MSP and short term for International students

DATE

April 2013