



OUT OF SERVICE JOB POSTING

Applications for this posting will be accepted from current employees and the general public who meet the minimum qualifications of the job. Regular employees as defined in the CUPE Collective Agreement shall be considered prior to all others.

JOB POSTING U0-089

CLOSING DATE: August 4, 2010

SECRETARY I

CAMOSUN COLLEGE INTERNATIONAL

Note: This is a **full-time regular** position, starting approximately August 16, 2010. It is expected to be located at both the Lansdowne and Interurban Campuses. Hours of work are Monday to Friday, 8:30 am to 4:30 pm (35 hours per week).

This position is required to perform reception duties and will provide secretarial support to the CCI Peer Connection Program.

Due to special requirements in Camosun College International, the successful candidate for this position must be proficient in reading, writing, and speaking in one of the following languages: Korean (preferred), Arabic (preferred), Spanish, Mandarin, or Japanese.

GENERAL STATEMENT

Under the general direction of a supervisor, performs a wide range of organizational and secretarial duties which may involve confidential materials, and may require dealing with sensitive issues and a multicultural clientele.

TYPICAL DUTIES

- performs clerical duties such as keyboarding, basic editing, reception, photocopying, arranging meetings, ordering supplies, mail distribution, phoning, etc.;
- establishes and maintains files pertaining to the department(s) concerned;
- answers enquiries which require a solid understanding of regulations and services offered;
- composes replies to correspondence;
- maintains departmental records; this may involve keeping several inter-related records and cross-checking for accuracy;
- establishes timelines and priorities for tasks;
- assists with the secretarial duties for specific projects or events;
- maintains security of sensitive and confidential documents and files;
- maintains inventories of materials, eg. textbooks, departmental keys or equipment;
- receives, disburses, and manages petty cash and/or cash float as required;
- performs other related duties of similar scope and complexity.

QUALIFICATIONS

Grade 12 plus secretarial certificate with one year of related experience or equivalent combination of education and experience. Advanced word processing skills essential. Ability to use MS Office required. Must be able to maintain confidentiality. Must be able to relate well with the public, students and College staff.

SALARY: Pay Grade 6, \$20.63 to \$21.97 per hour, plus 3% Second Language Stipend (JE100)

REPLACES: S. Morison

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