

- Provides supervision for up to 2 full-time employees (or equivalent in part-time) including training and work guidance;
- Deals with a variety of staff and students in a context that requires specialized diplomatic handling, and provides policy interpretation;
- Liaises with external agencies and institutions and licensing bodies as required;
- Defines and completes or guides the completion of large volume, multi-task projects independently, which may require the use of data base and spread sheet software.
- Assists admin office in absentee reporting of faculty/staff in department;
- Completes more complex administrative forms which require cross checks for compliance with regulations and accuracy;
- Performs other related duties similar in scope and complexity.

QUALIFICATIONS

Grade 12 plus secretarial certificate, with three years of secretarial experience, one of which has been at a supervisory level, or an equivalent combination of education and experience. Advanced typing and word processing skills essential; requires ability to use MS Office suite at the advanced level; requires knowledge of spreadsheets and database applications. Must be able to maintain confidentiality. Must be able to relate well with the public and college staff.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying as only those selected for an interview will be contacted.

Camosun College is an Equal Opportunity Employer