



## Secretary III

Administration

School of Access

**Job Posting:** U17-177                      **Closing Date:** November 16, 2017  
**Position Type:** Part-time Term                      **Location:** Interurban Campus  
**Start Date:** December 4, 2017                      **End Date:** April 27, 2018  
**Schedule:** Monday - Thursday; 8:30 am - 4:30 pm (28 hrs/week)  
**Salary:** Pay Grade 7; \$23.20 to \$24.78 per hour  
**Replaces:** L. Warren

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.

### GENERAL STATEMENT

Under the general guidance of a supervisor, independently provides organizational and secretarial support for a large and/or complex department requiring specialized knowledge and/or diplomatic handling which may involve confidential materials and sensitive issues. Provides supervision to other employees.

### TYPICAL DUTIES

- Manages a large and/or complex departmental office by organizing and maintaining office procedures; including:
  - Establishes and maintains files pertaining to the department(s) concerned;
  - Answers inquiries which require a good understanding of departmental regulations;
  - Keeps departmental records; this may involve keeping several inter-related records and cross-checking for accuracy;
  - Maintains security of sensitive and confidential documents and files;
  - Maintains inventories of materials, eg. departmental keys;
  - Receives, disburses, and manages petty cash and/or cash float as required;
  - Attends meetings and takes minutes;
  - Monitors department budget in using applicable College software
  - Assists in scheduling faculty evaluations with Chair/admin office;
  - Ensures regular communication with all department faculty, staff and Chairs;
  - Coordinates office space, phones, computers, keys for new hires;
  - Ensures Chair receives admin support for scheduling, appeals, project support and travel;
  - Participates as a member on department/School functions and committees
- 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.

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Apply online at [www.camosun.ca/careers](http://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***