Secretary 1

Administration

School of Health and Human Services

Job Posting:	U17-195	**Closing Date:**	December 12, 2017
Position Type:	Part-time / Term	**Location:**	Lansdowne Campus
Start Date:	January 2, 2018	**End Date:**	April 27, 2018
Schedule:	Monday - Friday; 1:30 am - 4:30 pm (15 hrs/week)		
Salary:	Pay Grade 5; $21.77 to $23.20 per hour.		
Replaces:	T. Hynes		

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 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 multi-cultural 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 similar in 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.

All interested candidates are encouraged to apply; to be considered for employment, applicants must meet the qualifications of the position and be eligible to work in Canada.

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

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