

CANADIAN UNIVERSITY COLLEGE

JOB DESCRIPTION

JOB TITLE	Administrative Assistant B
DEPARTMENT	Student Finance
CATEGORY	<input checked="" type="checkbox"/> Salary <input type="checkbox"/> Hourly
REMUNERATION SCALE	Classification 3
REPORTS TO	Director, Student Services

POSITION SUMMARY

This position will be the designated individual for development and design of departmental forms both for internal and external use in print and web applications as well as ensuring web information is accurate and quickly updated. Additional major responsibilities include clerical support to the Director and FAOs, rental property management, and scholarship verification/processing.

ESSENTIAL JOB FUNCTIONS

- Providing forms design and production for internal and external print and web application
- Ensuring accuracy of and updating quickly all financial information for the websites
- Providing clerical assistance to the Director and FAO positions including data entry, report generation, and contacting/responding to students/families as directed
- Providing clerical assistance with the scholarship program for CUC/PAA
- Providing clerical assistance for the 19 non-dormitory housing units tenancy and maintenance
- Providing clerical assistance for the study permit renewal, work permit and health care registration for international students
- Managing the 'deposit' accounts: international personal, housing, dormitory (both CUC/PAA)
- Providing coverage for FAOs and the Admin Assistant in their absence including loan document preparation, A/R receipting; ordering of office supplies and ID card generation

JOB STANDARDS AND REQUIREMENTS

EDUCATION/TRAINING

- High school graduate or equivalent

EXPERIENCE

- Two to three years related experience

SKILLS

- Superior ability in all current Microsoft Office programs with an emphasis on Excel, Word, Publisher and Access
- Exceptional ability to professionally communicate in written and verbal forms
- Ability to quickly and accurately process detail work

PERSONAL

- Enjoying working with an established team and contributing to the "team" spirit within the entire Finance Department
- Enjoying a fast-paced work environment with a variety of job demands including face-to-face, electronic and telephone interactions with students, parents and internal staff

- Demonstrating an analytical method of managing new information and decision-making
- Realizing that tasks and corresponding responsibilities will shift from time to time to keep pace with the demands of the department
- Exhibiting a curiosity leading to life-long learning
- Exhibiting a positive and welcoming spirit
- A member of the Seventh-day Adventist Church