

## **ADMINISTRATIVE ASSISTANT – HUMAN RESOURCES**

### **PURPOSE:**

This senior support position is primarily responsible to provide support for the Superintendent of Schools (HR), Manager of Human Resources and Administrative Service Officer. In addition, the Out-of-Scope Administrative Assistant is part of the team of senior administrative assistants who, under the direction of the Administrative Services Officer, provide support services to Senior Administration and the Board, as required.

This position reports directly to the Administrative Services Officer.

### **DUTIES & RESPONSIBILITIES:**

- ⇒ Support for the categories of Teacher, CUPE, sub Teacher, sub CUPE, Out-of-Scope and contracted employees including ongoing staffing, job postings/checklists, April/May staffing, new employee onboarding, maintaining sub lists, Atrieve support, pension and benefits support, name and address changes, etc.
- ⇒ Provide communication to employees regarding leaves (sick, maternity, family support, education, extended, etc.)
- ⇒ Provide support to employees regarding the Automated Dispatch System (ADS)
- ⇒ Facilitate teaching and non-teaching practicum student placements that occur throughout the school year
- ⇒ Assist with the development of the staff Work Year calendars
- ⇒ Respond to telephone, in-person or electronic inquiries regarding human resources items
- ⇒ Develop and facilitate the Staff Survey process sent out to employees on a yearly basis
- ⇒ Work with Principals to gather and organize employee feedback on a yearly basis
- ⇒ Create and maintain human resource data such as computer software and manual filing systems
- ⇒ Provide employee documentation to Payroll when staffing changes occur
- ⇒ Ensure personnel files are maintained and kept up to date
- ⇒ Provide Staffing Notifications to the other departments including, but not limited to, Payroll, IT and Facilities
- ⇒ Gather information and provided updated responses to the Accountability Report annually
- ⇒ Assist with providing data for the Non-Educator Profile Verification Report annually
- ⇒ Assist with budget submissions for the ministry on an annual basis
- ⇒ Be knowledgeable about and supportive of administrative procedures and directives
- ⇒ Act as replacement for Receptionist duties when required
- ⇒ Must comply with any and all applicable Board guidelines, policies and practices, guidelines and legislation and regulatory requirements
- ⇒ Participate in other duties and special projects as required

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**QUALIFICATIONS:**

- ⇒ Typically the required knowledge, skills and abilities are obtained through successful completion of Grade 12 coupled with a minimum of one (1) year of post-secondary Secretarial training or equivalent education from a recognized institution as approved by the Board of Education
- ⇒ Experience and/or education in the field of Human Resources would be considered an asset
- ⇒ Proficient in the operation of computer systems and be able to work on a variety of software applications currently used in the school division. An advanced understanding of Microsoft Word, Excel, Database systems and Outlook is a requirement
- ⇒ Demonstrate the ability to work independently, exhibiting a high degree of professionalism and strong organizational, communication and interpersonal skills.
- ⇒ Ability to multi-task in a fast-paced office environment
- ⇒ Act in a confidential capacity to perform administrative support including data entry, developing reports, and overseeing employment and service contracts
- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information
- ⇒ Ability to maintain accurate records and documentation
- ⇒ Ability to interpret, and make decisions in accordance with, established policies and procedures
- ⇒ Ability to understand and carry out oral and written instructions
- ⇒ Knowledge of and ability to operate within Board policies and procedures
- ⇒ Practices and promotes integrity and ethical behaviour and demonstrates professionalism, tact, and approachability that project a credible and positive image of Human Resources and the school division
- ⇒ Ability to establish and maintain effective working relationships with all staff, students and the public demonstrating tact and diplomacy
- ⇒ Assumes responsibility, works independently, takes initiative, exercises judgment and makes decisions within the scope of authority delegated
- ⇒ Excellent organizational skills including the ability to prioritize workload to meet deadline
- ⇒ Works cooperatively in a teamwork environment, demonstrates a positive attitude and has the ability to foster a positive work environment to achieve organizational goals and objectives
- ⇒ Ability to recognize and implement change to enhance efficiency and effectiveness.
- ⇒ Minimum typing speed of 65 wpm

**ADDITIONAL INFORMATION:**

- ⇒ This position may require travel therefore a reliable vehicle and driver's licence is required
- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required

**CONCLUSION:**

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the individual and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION EMBRACES THE  
FOLLOWING VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

**Any individuals working with/or representing the Saskatchewan Rivers Public School Division are expected to be exemplary role models at all times.**