

**SCHOOL DISTRICT #22 (Vernon)
JOB DESCRIPTION**

Position: Admissions Clerk – International Student Program
Job No: 248A

POSITION SUMMARY: Under the supervision of the principal, international student programs or designate, the incumbent will perform administrative/clerical duties, maintain records and databases, and facilitate a number of special departmental activities. This position requires a detail-oriented person, a person who is highly organized through the effective use of technology. The incumbent will be required to be highly sensitive to cultural differences.

POSITION DUTIES AND RESPONSIBILITIES:

- Receive, screen, respond to and/or direct phone calls, mail and e-mail messages.
- Communicate with staff, foreign students and parents, notaries, outside international agencies, and respond to inquiries and provide general information.
- Respond to angry or upset parents, students and others.
- Prepare materials including correspondence, brochures, reports, minutes, budgets using a variety of computer programs.
- Enter data and perform word processing duties.
- Receive and disburse student records for incoming/outgoing students and process referrals from schools and outside agencies relating to International students.
- Maintain a variety of reports, records and databases.
- Responsible for the administrative process for admissions of international students.
- Record, prepare and distribute various lists as required from the International data base.
- Receive and verify invoices and the delivery of goods.
- Ability to maintain appropriate protocols when dealing with ethnic groups.
- Marketing and planning.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12 plus six months specialized training courses in office administration or business management including basic accounting courses equivalent to Okanagan College BAC11 and BAC12.
- One year of recent successful experience in a secretarial position, including working with student computerized administration / registration programs.
- Keyboarding 40 wpm.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proven ability to operate the school district administrative computer package.
- Proven computer skills to accurately and efficiently utilize standard office equipment and communication technology, word processing, database management and spreadsheet programs.
- Demonstrated experience in effective interpersonal skills and the ability to communicate effectively, both orally and in writing, with employees, foreign students and their families and outside agencies.
- Demonstrated organizational skills and the ability to work independently and handle inquiries with minimal direction.
- Ability to adapt with emerging trends in technology and electronic record keeping.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Approved and authorized by the Secretary-Treasurer or designate:

Signature: _____

Date: May 12/2021