

Administrative Assistant - STEAM Academy

Maternity Leave Contract

Date of Posting: March 19, 2018

Closing Date: March 30, 2018

Overview:

In the SNP-STEAM ACADEMY, students earn a high school diploma, an industry-recognized college diploma, and gain relevant work experience in the technology field of study. The school creates a seamless program for students to acquire the academic, technical, and workplace skills and knowledge that employers need.

The Administrative Assistant supports the clerical needs of the Principal and the STEAM Academy. Reporting directly to the STEAM Academy Principal.

The primary duties of the Administrative Assistant include, but are not limited to the following:

- Making appointments, taking minutes when requested and managing the Principal's schedule
- Ensuring the office is coordinated and managed appropriately according to SNP standards
- Greet those who walk into the school office, answer phone calls, take messages and sort mail
- Responsible for typing & sending out school correspondence, records management
- Handles sensitive documents such as student records
- Acts as a liaison between the students, parents and principal
- Registers and releases students
- Maintains student attendance records
- First point of contact at the school to field complaints and concerns
- Maintains employee attendance reports
- Makes substitute requests when needed if employee calls in sick
- Play a supportive role in ensuring the school meets Ministry standards during inspections

Qualifications:

- Grade 12 and experience/training working in an educational institution with young people.
- College diploma in Office Administration is preferred.
- Standard First Aid & CPR, or a willingness to acquire, is required.
- A general knowledge of Hodinohso:ni history, culture, values, contemporary issues, community priorities, local service providers and stakeholders.
- Excellent interpersonal and communication skills with a particular emphasis on writing ability.
- Excellent problem-solving skills.
- Ability to work independently and in a team work setting demonstrating Hodinohso:ni` values of Ga`nigohi:yo: / Ka`nikonhrí:yo.
- Must demonstrate ethical and responsible behavior, particularly in respecting the confidentiality of students and staff in professional and personal matters.
- Ability to demonstrate working knowledge in operating a computer system with spreadsheet, word processing, and database applications.

Salary:

This maternity leave fill in contract position will work 37.5 hours/weekly. The salary will depend upon incumbent's combined qualifications and experience. This position will last for a maximum of 35 weeks, with the possibility for renewal should another applicable position become available.

Application Procedure:

Applications will be accepted until the position is filled:

1. A **cover letter** outlining relevant experience and qualifications. Please reference areas identified within the contract posting (i.e. fields of demonstrated excellence).
2. A **curriculum vitae/resumé** outlining relevant experience, educational background
3. Names and contact information for **three (3) professional, community, and/or academic references.**

Above application materials can be sent to the attention of:

Aaron Hobbs, Principal

Email: aaron.hobbs@snpolytechnic.com Please put "ADMIN ASSISTANT" in the subject line.

Or in a sealed envelope mailed or hand delivered, clearly marked "ADMIN ASSISTANT" to:

Aaron Hobbs
Six Nations Polytechnic Inc.
Box 700, 2160 Fourth Line Road,
Ohsweken, Ontario N0A 1M0