UNIVERSITY OF VICTORIA
CUPE LOCAL 951 POSITION DESCRIPTION

JOB: Secretary/ PB6

TITLE: Co-op and Career Assistant

DEPARTMENT: Co-operative Education Program and Career Services

POSITION NO: 992098, 992099, 992597, 993133, 994489, 994552, 997589, 997590, 997591, 997592, 997593, 997594, 997595, 997596, 997597, 997598, 997599, 997600, 997602, 997603, 997932, 997986, 998011

SUPERVISOR: Program Manager

LAST UPDATED: 2014

SUMMARY:

The Co-op and Career Assistant provides secretarial assistance and performs general administrative tasks. Responsibilities include responding to inquiries from students, faculty, staff and employers; processing job descriptions for posting; supporting interviews between students and employers; maintaining records; generating a variety of reports and statistics for review; recording and tracking various required forms and documentation; assisting with the scheduling of meetings; preparation and distribution of various mail-outs; producing correspondence; providing assistance with the coordination, marketing and promotion of on-campus events; tracking, reconciling and processing budget expenses, etc.

Co-op and Career Assistants work closely and collaboratively to ensure a consistent, high level of service across all Co-op and Career programs and services. Reporting to their assigned Program Manager, the Assistants may will work to support other areas, as assigned, or required, based on operational requirements.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Responsibility: Provide assistance for the job placement process - 50%

   Duties:
   - Responding to Co-op and Career inquiries from students, employers, faculty, staff, and alumni regarding office procedures, the co-op and career placement process and services and required documentation, and redirecting inquiries to proper channels when appropriate
   - Responding to employer and student inquiries pertaining to the content of job advertisements, wages, responsibilities, student placements, work term fulfillments and the placement process
   - Processing co-op and career job advertisements from employer’s information (may include scanning logos) and posting job descriptions for posting using an online job posting database
   - Closing job postings from the online job posting database on the end date and sending resumes of signed-up students to employers
   - Notifying students of short lists and providing information for interview preparation regarding
**Interview Requirements:**

- Scheduling interviews between students and employers, booking interview rooms, organizing and emailing interview schedules, and making arrangements for interview requirements.
- Organizing work site visits between the coordinator, employer and student and making travel arrangements.

### 2. Responsibility

Provide support for the processing of students’ work term information and other related Co-op and Career records management support - 35%

**Duties:**

- Maintaining student, alumni and employer records and other records relevant to the activities of the program that require the use of a database, Microsoft Excel and the Internet.
- Creating new files for newly admitted students and entering these students as new records into the database and maintaining these electronic and paper student files.
- Maintaining data for work term placement information including employer, salary, start and end dates and position title, etc., and generating a variety of reports and statistics for review.
-Registering students in their work terms in Banner, or preparing work term registration forms and forwarding to the Records Office when appropriate.
- Tracking, assembling for distribution, and filing work term reports and other technical reports, tracking competency evaluation form completion, preparing nondisclosure forms for confidential reports where appropriate, and entering work term grades into Banner for approval.

### 3. Responsibility

Conduct other clerical related duties - 10%

**Duties:**

- Maintaining extensive mailing lists including updating student and employer information for mass media emails.
- Preparing, coordinating and distributing mail-outs to employers.
- Preparing information packages for students and employers.
- Updating and maintaining website content using a content management system (CMS).
- Scheduling staff meetings and maintaining calendaring systems.
- Acting as receptionist to receive visitors and screening telephone calls.
- Typing and editing a variety of correspondence and memos, and maintaining departmental filing system.
- Providing assistance in the coordination of employer events, on-campus employer information sessions and other related events.
- Providing assistance with the marketing and promotion of on-campus events for students, alumni and employers, which may include co-op and career fairs, career forums, employer and student panels, and other related events.
- Working collaboratively with, providing assistance to, and lending support to other Co-op and Career Assistants with general administrative tasks as required.
- Performing other duties similar in scope and complexity.

### 4. Responsibility

Monitor departmental expenses - 5%

**Duties:**

- Tracking budget expenses and reconciling accounts.
- Processing travel expense reports, internal charge vouchers, and invoice payment vouchers.
- Recommending required purchases and preparing requisitions for purchases and ordering office supplies.
- Invoicing of services where appropriate.
**REQUIRED QUALIFICATIONS:**

**Skills:**
- Strong clerical related technical skills, including ability to effectively learn, navigate and leverage a range of technologies.
- Ability to process documentation with accuracy and attention to detail.
- Excellent interpersonal, written and verbal communication skills.
- Financial skills including numeracy and basic mathematics.
- Ability to communicate and work effectively with students, faculty, employers and co-workers in a dynamic, team environment.
- Initiative, good organizational skills and the ability to work on a variety of projects both independently and as part of a team are essential.
- Ability to multi-task, be resourceful and be able to handle multiple requests and challenges.
- Ability to act effectively in a receptionist capacity and perform multiple tasks in a busy office environment with many interruptions.

**Specialized Knowledge/Education:**
- Grade 12 completion or equivalent.

**Experience:**
Two years related office experience, including experience:
- Providing a range of clerical and customer service
- Using standard office equipment and software (e.g., MS Office)
- Word processing, spreadsheet management and databases (for data entry, manipulation and reporting)

The following may be given preference:
- Experience working with Co-op programs and/or Career Services and/or at the University of Victoria
- Experience using Banner

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