Albert College

**Job Description**

October 2022

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**Position Title:** Academic Office Administrative Assistant

**Reports to:**  Assistant Head – Senior School

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**Primary Function:**

To provide administrative and technological support to the Academic Department.

**Specific Duties and Responsibilities:**

1. Staff

* To support the academic learning management system platform (Edsby) and the ongoing assistance required to access the platform by all community members.
* Updating the Edsby calendar for all constituents, posting information as required in Edsby and troubleshooting Edsby for all users.
* Assist with the setup of Microsoft accounts for staff/students.
* Coordinate input from all teachers and enter textbook requirements in the Canadian School Book Exchange system, annually each spring. Liaise with CSBE to ensure website is updated each June. Create purchase orders and order new textbooks per teacher requests. Distribute teacher orders and provide packing slips to Finance Department.
* Coordinate the Convocation Awards Selection process for the Middle School and the Senior school events. Prepare electronic ballots, arrange and moderate award selection meetings. Update detailed convocation script spreadsheets. Liaise with Admissions, Finance, Advancement to coordinate certificates, cheques, presenters and prepare all items for the event and during the event.

1. Students

* To support and assist the Academic Office in all Academic areas of the school.
* To act as an intermediary for telephone calls, correspondence and communication related to the Academic Office and deal with in a timely and efficient manner.
* Assist the Academic Office with preparation of yearly dates to be included in the Albert College calendar/agenda and Edsby.
* Assist students with registrations for standardized testing (i.e. P.S.A.T., S.A.T., T.O.E.F.L., IELTS). Send registrations to test centers by courier if required. Organize for language test preparation and testing on site. Track registrations, inform faculty, boarding and administrative staff of upcoming dates.
* Upload mark & data files to OUAC and OCAS at required submission times. Proof submitted information to ensure correct. Make manual corrections/updates as required.
* Prepare and send out transcripts for Alumni upon request.
* Oversee the process and preparation of transcripts and letters requiring notarization,

authentication, validation and legalization of final marks for students from countries that

require this service.

* Assist Academic Office staff by requesting Ontario Student Records (Ontario residents) or transcripts (international residents) for new students entering Albert College, at the beginning of the school year. Send OSRs/student records to other schools (as requested) for students not returning. Prepare student record folders and set up student files in Edsembli as required.
* Prepare OSR files for storage in archives at the end of each academic year.
* Book or organize virtual university liaison visits, arrange meeting space facilities, maintain visit schedule & post. Assist with greeting representatives upon arrival, escorting to meeting space, etc. (as required).
* Assist the Academic Office with the communication pieces that are required to keep students and parents informed about all academic and guidance events in the school. Post these on Edsby.
* Compile award winner information. Enter individual student awards information in the “Notepad” section of Edsembli.
* Contact tutors yearly to confirm their availability to work with Albert students. Confirm contact information and add to list for circulation students/parents/staff. Arrange for tutors to receive a copy of the Albert College student agenda. Track tutor Vulnerable Sector Screening.
* Maintain Guidance/Academic Office filing systems.

1. Parents

* Facilitate effective communication between Academic Office and parents.

3. Albert & Beyond

* Perform the administrative tasks necessary for the effective delivery of the Academic program.
* Other duties as required.

1. Health & Safety

* Maintain and uphold all of the College’s Health and Safety Policies including but not limited to following safe work procedures, knowing and complying with all the laws and regulations, reporting any injury or illness immediately, reporting unsafe acts and conditions along with the overriding principle of taking reasonable precautions in the circumstances to protect themselves. This includes adherence to all new policies related to the current pandemic.

**Working Conditions:**

Work involves sitting for long periods of time with extensive use of the computer and telephone. Working within an active office environment and school setting, excellent communications skills and exceptional organizational skills will be essential. Key attribute for success in this position includes demonstrated ability to communicate effectively with individuals from a wide range of constituencies.

**Job Specification:**

Office Administration diploma required as well as a minimum of two-three years related work experience. Database experience an asset.

Well-developed organizational and communication skills, analytical and problem-solving skills. Demonstrated ability to work with a high level of accuracy and attention to detail. Ability to work independently or as part of a team, setting priorities and achieving goals while dealing with deadlines, interruptions and ad-hoc requests.

High level office computing skills for word-processing, databases and communications, including experience with Excel, Word, E-mail and web browsers.

Technical aptitude to be able to utilize software and trouble shoot for all users in the school.