

**THE DISTRICT SCHOOL BOARD OF NIAGARA
IS SEEKING
ADMINISTRATIVE ASSISTANT(S)
TO SUPERINTENDENT(S) OF EDUCATION**

Description: Responsible to a Superintendent of Education, the Administrative Assistant supports a Superintendent with administrative and organizational support for an area of schools or for a Superintendent with a central role. The successful candidate(s) will be a detail oriented, self-starter who successfully manages multiple priorities and upholds a standard of excellence. This position involves a commitment to additional hours (including evening events) beyond the regularly scheduled work day.

Skills:

- initiative
- exceptional time management
- strong written and oral communication
- proficiency in minute taking
- ability to work independently in a fast paced environment
- ability to prepare high quality, professional documents
- problem solving skills
- competency with Microsoft Word, Excel, PowerPoint & other software applications
- basic graphic design and desktop publishing

Duties and Responsibilities:

Office Management

- oversee effective functioning of the Superintendent's office - calendar management, scheduling, travel arrangements, records management (electronic and paper filing systems)
- anticipate and support the needs of the Superintendent ensuring that he/she is prepared for all daily activities including background meeting materials, briefing notes and presentations
- general administrative support to Superintendent

Communications

- manage, prioritize, investigate, problem solve and respond to a high volume of emails and telephone calls from school board staff at all levels, school administrators, parents and the public which covers a broad spectrum of internal and external matters relevant to the Superintendent's position
- prepare and format information for internal and external distribution - writing letters, memos and emails, compiling data for reports, drafting reports, creating presentations, taking minutes, editing and proofreading
- collaborate effectively with internal departments

Event Coordination

- schedule and organize internal meetings and events on behalf of Superintendent
- coordinate with internal departments and external agencies to ensure program runs smoothly and according to schedule

Finance

- monitor budget expenses related to Superintendent's portfolio which includes internal budgets and Ministry of Education grants
- tracking and preparation of expense reports for the above
- coordinate and resolve issues with Financial Services
- ensure accountability and fiscal responsibility

Confidentiality

- maintain confidentiality and exercise discretion

Qualifications: Preferred requirements include a college diploma or university degree and a minimum of 7 years of office experience that exhibits an increasing level of responsibility. Other combinations of education and experience will be considered. Previous experience in a senior administrative and/or an executive support role as well as school board experience are definite assets.

Affiliation: This position is part of the District School Board of Niagara's Administrative Management Group.

Salary Range: \$49,643 - \$59,101 per annum

How to Apply: Applications (including cover letter, resume and three professional references) must be submitted via email to careers@dsbn.org attention Human Resources Department. **Applications will be accepted until Wednesday, February 4, 2015 at 12:00 noon.** Only candidates selected for an interview will be contacted. We thank all others for your interest in the District School Board of Niagara.

The District School Board of Niagara is committed to inclusive, barrier-free recruitment and selection processes. We will offer accommodation for applicants as required throughout the stages of the recruitment and selection process. If you are contacted by the District School Board of Niagara regarding a job opportunity, please advise if you require accommodation. Information relating to accommodation will be addressed confidentially.