



District School Board of Niagara invites applications for the following position:

Administrative Assistant to Superintendent of Education

Two (2) full-time positions

Description: Responsible to the Superintendent of Education, the Administrative Assistant supports the Superintendent with administrative and organizational support for an area of schools or for a Superintendent with a central role. The successful candidate 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 and reports
- effective 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

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
- coordinate with internal departments and external agencies to ensure event programs run smoothly and according to schedule

Finance

- monitor budget expenses related to the Superintendent's portfolio which includes internal budgets and Ministry of Education grants
- track and prepare expense reports
- 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: \$51,657 - \$61,499 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 Tuesday, November 13, 2018, at 4:00 p.m.** Only candidates selected for an interview will be contacted. We thank all others for your interest in the District School Board of Niagara.

Warren R. Hoshizaki, Director of Education

For the safety of students, all school board staff require a criminal record check prior to commencement of employment. The DSBN is committed to equity for all students and staff, and to delivering the highest quality education through a qualified workforce that reflects diversity of the communities we serve. Upon request, we will provide reasonable accommodations in the hiring process to support applicants with disabilities.