**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Administrative Secretary

**Job Number:** SO-357

**NOC:** 1241

**Band:** 3

**Department:** Environmental & Life Sciences Graduate Program

**Supervisor Title:** Program Secretary, Environmental & Life Sciences Graduate Program

**Last Reviewed:** October 14, 2010

**Job Purpose**

Provides administrative support to the Director and Secretary of the Environmental & Life Sciences Graduate Program, Trent University, Peterborough. Assists students, faculty, and public with general and program-specific inquiries relating to the ELS Graduate Program. Assists in the routine functioning of the ELS Graduate Program office.

**Key Activities**

*Secretarial;*

1. Provides general administrative support to the Program Director and Program Secretary;
2. Provides general information to the public and students via telephone, fax, e-mail and in person about the ELS Graduate Program;
3. Manages student and office files, maintains student lists on Excel spreadsheets, compiles information for the Program Secretary as needed;
4. Responds to routine correspondence;
5. Prepares orientation packages for September intake of students.
6. Keeps track of supplies, ordering and picking up supplies when needed;
7. Receives, sorts and prepares internal and external mail;
8. Prepares student application files as they arrive and keeps them up to date. Maintains an up-to-date list of applicants for the Program.
9. Assists in assigning student office space, orders office keys and monitors student office space.
10. Processes student forms.
11. Prepares announcements of upcoming defences, examinations, and other events.
12. Assists Program secretary with various ongoing projects as required.

**Education**

Secondary School Diploma.

**Experience Required**

* One year university or college in Business or Office Administration plus one year of general office experience.
* Ability to organize and establish priorities, particularly during periods of heavy workload.
* Experience in word processing and the use of on-line computer systems.
* Excellent interpersonal skills; demonstrated ability to handle work under stress with accuracy and diplomacy; demonstrated ability to be discreet and to maintain confidentiality.