

AURORA ACADEMIC CHARTER SCHOOL - ELEMENTARY SCHOOL

Administrative Assistant

Application Deadline: 4:30 P.M. on **October 18th, 2021**

Competition	2021-004
Level	Central Office
Location	Aurora Academic Charter School (AACS) 12245-131 Street, Edmonton, AB
Position	Permanent Part-Time
Contract	18-20 hours/week
Salary	\$20/hour
Start Date	November 1, 2021

Job Details

Aurora Academic Charter School is a public school that believes students can achieve excellence within a direct instruction environment. School enrolment is approximately 400 and class sizes range from 20 to 22 students. Please visit the school website at www.auroraschool.ca to learn more about the unique program offered at Aurora School.

The Administrative Assistant (AA) acts as Central Office support. In this position, the AA is expected to maintain an in-depth knowledge of authority priorities in order to effectively manage timelines and coordinate the Superintendent and Secretary-Treasurer schedules.

This position is perfect for individuals looking to increase their income while maintaining a work life balance. Benefits include: Health, Dental, Retirement Savings plan, and professional development.

General Qualifications

- Completion of the 12 school grade and completion of an appropriate administrative professional certificate program from an accredited business school/college or relevant experience will be considered.
- Minimum of 4 years of administrative or secretarial experience
- Experience working with management positions, with the ability to maintain and influence relationships without having a formal level of authority over others
- Demonstrated computer competency is required including advanced skills and experience in Google applications and knowledge.
- Intermediate understanding of Excel basic functions and formulas.
- Knowledge of FOIP legislation and ability to process FOIP requests in conjunction with the FOIP coordinator
- Familiarity with the authority's policies and governance documents
- Ability to deal with sensitive issues and confidential information with judgement and discretion
- Exceptional prioritization skills, including the ability to exercise sound judgement and make independent decisions
- Possess a clear understanding of the authority's position on various sensitive issues and maintain confidentiality
- Must be highly self-motivated and produce quality, error-free work
- Strong organization skills with exceptional interpersonal and teamwork abilities
- Ability to identify enhancements and recommend modifications to systems, policies and procedures
- Excellent written and oral communication skills
- Embrace the Safe & Caring Schools model

Supporting Documentation Required

- Cover letter
- Resume
- Recent performance review

Applications and supporting documents can be submitted online or emailed to:

Ian Gray, Superintendent

igray@auroraschool.ca

All completed applications received by the deadline will be considered.
Only shortlisted candidates will be contacted.