



THE BISHOP STRACHAN SCHOOL

Girls can do anything.

Renowned for its expertise in the particular learning needs of girls, BSS offers a single-gender environment that helps girls achieve their best. Continually reaching forward, renewing itself and keeping time with the fast-paced changes and increasing demands of the complicated world its graduates will face, BSS believes girls can do anything and strives to give them the tools to achieve whatever dreams they conceive.

To support our mission of providing our students with the best educational experience, we strive for excellence in every facet of the organization – including providing a stimulating, creative and lively work environment that attracts the best staff and faculty. If you wish to be part of a leading edge organization where staff love what they do and you have the right skills and attributes, we have the following opportunity:

STUDENT SERVICES ADMINISTRATIVE ASSISTANT

Reports to: Student Services Department Head

Summary of Position:

The Student Services Administrative Assistant is an energetic member of the Student Services Team and contributes to the complex and efficient day-to-day operations of the department. Reporting to the Student Services Department Head, the Administrative Assistant provides exemplary administrative/customer support in a busy, nurturing environment and is able to easily switch from working with basic office routines to more complex administrative responsibilities over the course of the day. The Administrative Assistant receives instruction, direction, training and feedback from the Head of Student Services, members of the Administrative Team, as well as, the IT Department. She/he supports the department by conducting research, preparing statistical reports, and handling a variety of requests from within the department, from other staff and faculty, as well as, from students and parents in a timely manner. Expertise in the use of technology is imperative. The Senior School Administrative Assistant works in a procedural, consensus-building manner with faculty, students, parents, and staff in keeping with the School's vision, philosophy and strategic plan.

Specific Accountabilities Include:

- Management of the Ontario Student Transcripts (OST) in compliance with Ministry of Education guidelines, including: reviewing end of year transcripts for accuracy, liaising with the Data Technical Leader to resolve problems, tracking resolution of problems, making corrections in Education Edge, reviewing new student PLE/credits/marks input and checking for diploma requirement accuracy such as credit summaries
- Management of the Ontario Student Records (OSR) in compliance with Ministry of Education guidelines, including, maintenance/storage/transfer for current/withdrawn students and graduates (Old Girls)
- Coordination of the International, US and Canadian university application processes, including: meeting submission deadlines, using Naviance software to submit US applications, editing/formatting teacher/counselor references, tracking submission status of applications/mid-year/final reports/supplementary reports for each jurisdiction, liaising with counselors about application issues and troubleshooting problems
- Development and implementation of various documents and correspondence including references, reports, tracking documents

- Other project-based assignments for the Head of Student Services and others, including counselors, special education teachers and ESL teachers
- Collaboration with Head of Department and Counsellors to improve department systems
- Reception of guests, students and the BSS community in person, by telephone, and by email in a professional manner with strong customer-service focus
- Responsible for organizing and purchasing department resources and the management of the office
- Active contributing member of the Administrative Support Group
- Plans and coordinates, in collaboration with Head of Student Services, all events relating to Student Services
- Other related responsibilities as assigned

Skills, Experience and Attributes

- University degree or equivalent combination of education and work experience
- Minimum 5 years work experience in similar role
- Welcoming and friendly demeanor
- Excellent customer-relations and interpersonal skills including strong verbal and written communication skills
- Ability to train and mentor other part time administrative assistants
- Experience in an educational environment, preferably in the independent schools, in the Student Services Department is an asset
- Experience and management of OSRs, OSTs and Ontario Ministry documents for Guidance Education
- Familiarity with university applications including UCAS, OUAC, Common Application, and other overseas application procedures
- Proven strength in Microsoft Office with particular emphasis on Outlook, Excel and Word
- Demonstrated expertise in the effective use of database technology – knowledge and experience with Blackbaud’s Education Edge, Crystal Reports and Naviance are required while Adobe Publisher is an asset
- Excellent internet research skills and ability to use Wikis and Google docs
- Dynamic team player with the proven ability to take initiative, multi-task, work under pressure, problem-solve and handle confidential information
- Strong organizational and time-management skills
- Strong proofreading and editing skills
- Ability to grasp the larger, strategic picture of the school together with the ability to work at a detailed micro level
- Interest in being part of an exciting dynamic learning community
- Sense of humour

Interested applicants should forward cover letter and resume to **Human Resources at The Bishop Strachan School by email to careers@bss.on.ca indicating Student Services Administrative Assistant in the subject line.**

*We thank all candidates in advance.
We will, however, contact only those selected for an interview.
We are an Equal Opportunity Employer
Visit us at www.bss.on.ca*