

**SCHOOL DISTRICT No. 64 (Gulf Islands)**  
**Job Description**  
**Administrative Assistant - Career Programs and Community Engagement**

**SUMMARY**

Under direction, performs clerical duties and information management in support of District career and scholarship programs. Contributes to a welcoming school environment by establishing and fostering positive relationships with students, families and the school community.

**DUTIES**

- Receives and addresses a wide range of inquiries, ensuring timely and effective support for students and staff in a multi-departmental setting
- Manages data using computer software related to career programs
- Collects, exchanges and distributes information to students, parents, employers and stakeholders
- Maintains and monitors secondary-level programming in student information systems
- Maintains and updates files relating to student career program records, scholarships and community engagement
- Inputs data and formats complex spreadsheets and databases
- Ensures that all contracts and records required for career programs meet all relevant Ministry and Skilled Trades BC (STBC) standards
- Designs, creates, orders, organizes and displays promotional materials
- Composes and prepares routine correspondence; signs when authorized
- Coordinates planned program-related events, including field trips
- Orders, receives, distributes, and inventories program resources

Performs other assigned comparable duties, which are within the area of knowledge and skills required by the job description

**QUALIFICATIONS**

- Grade 12
- Certification in Office Administration
- Demonstrated proficiency in data entry and spreadsheet management
- Demonstrated knowledge of student information management programs at the secondary school level
- Demonstrated knowledge of employment regulations and processes
- Two years experience in related work
- Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team

Or an equivalent combination of training and experience

**RELATIONSHIPS**

- Responsible to District Principal of Career Programs and Community Engagement

**APPROVED**

On behalf of:

School District #64 (Gulf Islands)

*Original signed by:*

Jesse Guy  
Secretary Treasurer

On behalf of:

CUPE Local 788

*Original signed by:*

Angela Thomas  
President

**CLASSIFICATION: Clerical IV**

JJEC approved date: December 4, 2025