

- Promotes use of and provides orientation to the Career Centre for teachers and students.
- Keyboards and composes a variety of materials including correspondence and memoranda.
- Files and maintains a variety of materials including correspondence, memoranda and resource materials.
- Duplicates, sorts, collates and staples materials.
- Performs other Career Centre related or emergent duties.

Equipment Used

Photocopier, telephone, facsimile machine, computer, AV equipment and other office related equipment.

Required Knowledge, Ability, Skills

- High school diploma.
- Two years' post secondary education.
- Six months' experience working with adolescents.
- Basic level word processing skills.
- Basic knowledge of database computer functions.
- Knowledge of Business English, punctuation, spelling and Business Math.
- Ability to extend and model patience, care, tolerance and understanding.
- Ability to use tact and diplomacy when handling contacts of a difficult or specialized nature, for the discussion and resolution of problems by presenting or obtaining detailed information in contacts with public, parents, staff and students.
- Ability to effectively communicate, both verbally and in writing.
- Ability to work with constant interruptions.
- Ability to plan and schedule work and organize the workload effectively.
- Ability to perform individually and as part of a team.
- Ability to maintain close attention to detail for periods of sustained duration and to meet deadlines.

Originated: July 1, 1994
 Revised: May 9, 2014
 Revised: December 14, 2016
 Secondary School Career Advisor