

Job Posting: Posting Detail

Posting: C2627-050

Closing Date: 03-Jul-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Administrative Coordinator	International Education	Continuing	35.0000	33.3800

Typical Duties/Assignment Description

Starting **August 31, 2026** or sooner if available. This assignment follows a 12 month schedule.

Additional Information/Site Specific Expectations

Under the supervision of the Principal/Manager, provides a variety of administrative and clerical services in an office environment. Coordinates, assigns, directs and monitors the work of the office and acts as liaison between the P/VP/Manager and staff members, students, parents, suppliers, and the public. Coordinates and/or performs the work of other clerical staff during their absence.

Education and Experience/Mandatory Qualifications

- Successful completion of Grade 12 with course emphasis on business practices and procedures plus a special program in bookkeeping and/or accounting.
- A course in supervisory skills or equivalent training and experience plus five (5) years practical experience in office administration with emphasis on computer programs and accounting.
- Ability to operate office equipment, switchboards, computers, and a variety of software programs, including spreadsheets, databases, presentations, and word processing, with keyboard skills at a minimum of 60 net wpm. Must be familiar with computerized student information systems.
- Ability to assign, direct and monitor the work of others, anticipate needs and set priorities to maintain an efficient and harmonious office environment.
- Demonstrated ability to organize work flow and office procedures such that work is prioritized to meet deadlines while dealing with distractions.
- Ability to make arithmetical computations quickly and accurately.
- Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
- Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

Additional Qualifications, Knowledge, Abilities & Skills

Please reference the full job description for specific qualifications and additional position-related information. All current job descriptions can be found on the staff intranet site inside.sd42.ca under the Business Function HUMAN RESOURCES tab at the top of the page.