

1. IDENTIFICATION

Position No. 70-10094	Job Title Secretary, Health & Sciences Programs	Supervisor's Position Coordinator, Health and Sciences Programs	
Department Nunavut Arctic College	Division/Region Nunatta Campus	Community Iqaluit	Location 235
Freebalance Coding: 03300 011 111 030 2001 04			

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
The incumbent will conduct duties related to the secretarial/administrative/clerical/reception services to support the following programs: Nursing and Mental Health. Due to the nature of the work the incumbent will handle documents of a confidential and sensitive nature (i.e.-exams, tests, student evaluation reports, student marks, staff appraisals).

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?
This position provides support to the Health Sciences and Mental Health Programs. The secretary performs tasks that: <ul style="list-style-type: none"> • Support the coordinator and instructional staff of the programs. • Contribute to positive student and public relations with the departments

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

The incumbent will perform secretarial duties to insure the accuracy, quality of presentation and efficiency of correspondence by:

- typing general correspondence of the office
- typing course related materials, including course outlines, assignments and exams
- typing job descriptions and performance appraisals
- preparing form letters and addresses for merge mailing
- typing reports and financial documents
- typing all materials of a confidential nature
- transmission of faxes

Performs administrative duties to ensure efficient daily functioning of the office by:

- completing requisitions for casual instructors and verifying salary rate
- completing and submitting timesheets
- keeping the computer network running
- processing requisitions for books, and materials
- doing follow-up on books/material orders
- coding invoices
- purchasing office and classroom supplies as required
- preparing and maintaining filing systems
- opening and distributing incoming mail for staff
- distributing phone messages to staff
- distributing mail and phone messages to students
- maintaining computer filing systems
- distributing information
- maintaining attendance records on program staff
- photocopying materials for staff

Performs reception functions to greet and refer the public and students by:

- greeting visitors and referring them to appropriate staff members
- providing general information to students, staff and visitors upon request
- answering telephone and referring callers to appropriate staff members
- maintaining area in a clean and attractive manner

Other duties assigned by the supervisors to maintain work flow and meet occasional activities including:

- attending program meetings as required
- scheduling meetings
- taking and preparing minutes
- making travel arrangements for students and staff
- assisting with elders' visits
- translating and preparing materials in Inuktitut
- carrying out errands which facilitate the smooth operation of the program

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance. *Knowledge* identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

- The incumbent will have knowledge of secretarial and office procedures of the Government of Nunavut. The incumbent will have a demonstrated ability in computer literacy, record keeping/filing and preferably purchase procedures.
- The position requires a grade 12 or equivalent plus a secretarial course or a word processing course or equivalent in experience. In addition, some office experience is required. The incumbent must be typing at least 25 w.p.m in English. Ability to speak and type in Inuktitut is required.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

The incumbent will work in the facilities of Nunatta Campus of Nunavut Arctic College.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

Use of computer and exposure to the terminal.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

The incumbent has to work on confidential documents, with deadlines, in a small enclosed area.

Mental Demands

<p>Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.</p> <p>Due to transient staff, the incumbent has to be able to adapt quickly to new instructors and be available to inform and support new program staff as to policies and procedures.</p>
--

7. CERTIFICATION

<p>_____</p> <p>Employee Signature</p>	<p>_____</p> <p>Supervisor Title</p>
<p>_____</p> <p>Printed Name</p>	<p>_____</p> <p>Supervisor Signature</p>
<p>_____</p> <p>Date:</p>	<p>_____</p> <p>Date</p>
<p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____</p> <p>Deputy Head Signature</p>	
<p>_____</p> <p>Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.