

# ROLLING RIVER SCHOOL DIVISION REGULATION

<b>Administrative Assistant - Human Resources Job Description</b>	<b>GDAN/R</b>
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**Position Title:** Administrative Assistant - Human Resources

**Reports to:** Secretary-Treasurer

## Job Purpose and Objectives

To contribute to the overall goals and objectives of the Rolling River School Division by providing administrative support to the Division Office.

To provide administrative support and services in human resources management and payroll activities.

## Education

The minimum education requirement for this position is graduation from grade 12 and a two (2) year post secondary program in Office Administration/Secretarial Science, or equivalent.

## Additional Skills

- Proficient secretarial/clerical skills information technology skills computer and software applications knowledge and skills, (*including but not limited to word processing, spreadsheets, databases, publishing, search engines*)
- Proficient written and grammatical skills
- Well-developed communication skills
- Strong organizational skills with demonstrated attention to detail
- Ability to prioritize a multi-task workload, manage multiple priorities, time pressures and deadlines
- Understanding of and an ability to appropriately deal with and maintain confidential information
- Ability to be flexible
- Ability to work independently and as part of a team

Preferred:

- Prior human resource or payroll administrative support experience

## Experience

A minimum of two years prior Administration Assistant experience or equivalent is required.

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### Other Skills

The incumbent is required to work effectively under pressure, within defined timeframes and with a variety of people in a team environment. He/she must be able to work well independently, be flexible, adjust to changing work assignments, and deal with and maintain confidential information

### Key Duties and Responsibilities

#### **Secretarial / Administrative Support**

- Develop, coordinate and provide secretarial and administrative support for human resources and payroll on a routine, complex, special project, and confidential basis. *(work includes but is not limited to correspondence, reports development, and other typing, using word-processing, publishing, spreadsheets, databases)*

#### **Human Resources**

- Implement and maintain administrative systems and procedures for employee recruitment and selection including:
  - All recruitment and selection forms, processes, and procedures
  - Coordinating recruitment and selection activities
  - Employment advertising
  - All employment correspondence (e.g. letters of offer, teacher contracts, assignment changes)
  - Criminal Record Checks and Child Abuse Registry Check
- Maintain human resource software and statistical systems and reports including:
  - Employee evaluation (schedules, forms, filing, etc.)
  - Manitoba Education employment information (e.g. Teacher Certification Branch, PSP/Monthly Manitoba Education Teacher Change Data reporting, suspended and revoked Teacher Certificate listings)
  - Recruitment and selection information / reports
  - Processing extra-curricular logs
  - Track and enter data employee Professional Development data (e.g. NVCI, Respect in Schools, WHIMIS, hearing testing, Atrieve)
  - Process Human Resources absence approvals
- Maintain employee hire, assignment, and changes data including:
  - Employment tracking forms/data bases
  - Educational Assistant assignment summaries, and schedules
  - Support staff schedules
  - Personnel and Leave of Absence Reports
  - Annual Teacher Transfer Report for RRTA

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## Administrative Assistant - Human Resources Job Description - *Continued*

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### Substitute Teacher/Casual Employee

- Administrative support for all aspects of Substitute Teacher hiring and data management (*creating and updating forms, application processing, updating substitute teacher lists etc.*)
- Management of work board module of SRB (auto sub assignment process)

### Reception/Communication

- In person and telephone reception for Payroll and Human Resources and as required for Division Office
- Coordinate and maintain Human Resource activities scheduling
- Check and respond/forward Human Resource e-mail as necessary
- Contact employees regarding Human Resource and payroll queries and information as required
- Update Division webpage with employment links and employment advertisement, and other data as required

### Clerical

- Maintain Human Resource data entry in human resource software (SRB)
  - Enter hire information into Atrieve (hire/resign/leave/personnel info changes etc.)
  - Enter and update username and passwords for students, teachers, and staff, and provide sign-in information for new staff and students
  - Add/remove new/old staff and students in from Active Directory
  - Enter/set up and maintaining student and staff email accounts
  - Update employee PowerSchool data
  - Issue employee ID tags
  - Process Human Resource absence approvals
- Develop and maintain SRB Human Resource reports
- Coordinate and schedule annual employee hearing testing
- Copy and distribute material for Payroll and Human Resources
- Filing for payroll and Human Resources
- Monitor, coordinate, maintain, arrange, order and/or purchase staff room and meeting supplies and meals.
- Arrange for all Administration Office meetings including meal and snack service/Data entry of event/meetings to Division Office Calendar(s)
- Pick up, deliver, prepare, process, and distribute mail and courier packages

### Accounts/Purchasing

- Research, cost and order payroll and Human Resource Department purchases as required

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## Other

- Primary back up duties to cover Division Office receptionist absences
- Act as back-up to other administrative support staff in the Division Office
- Other duties as may be assigned

## Index Policy

**Regulation:** *Duties and Responsibilities for Administrative Assistant (Information Technology)*

**Date Adopted:** September 5, 2018

**Date Revised:** September 2, 2020

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## Administrative Assistant – Human Resources Duties and Responsibilities - *Continued*

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### Secretarial

#### Daily

- Word-processing publishing/spreadsheets/databases
- Correspondence from Secretary-Treasurer and Payroll
- Personnel Reports, Leave of Absence, annual and other reports
- HR – Payroll Manuals
- Advertising

### Clerical

#### Daily

- Copy and distribute material for Senior Administrators, Accounts Payroll Supervisor, Payroll, and Human Resources Dept and other Division Office staff as required
- Assist to/back up to post meetings and updating Divisional calendar
- Assist to receive, verify, and process all deliveries to Administration Office
- Arrange for all Administration Office meeting meal services as required
- Assist Senior Executive Assistant to arrange accommodations, meals, snack, etc. for large Divisional meetings and events
- Photocopying, faxing, and emailing for Senior Administrators, Accounts Payroll Supervisor, Payroll and Human Resources Dept
- Reception and setting up meetings, interviews etc. for Senior Administrators, Accounts Payroll Supervisor, Payroll and Human Resources Dept,
- Coordinate, arrange/order, prepare morning coffee, meeting snack, coffee break, meals service, an empty dishwasher
- Monitor, maintain, and order coffee and drink supplies

#### Weekly

- Data entry of employee and job information in Human Resources database – maintain database and generate reports (enter hire/resign/leave, etc. information into Atrieve)
- Enter and update username and passwords for students, teachers, and staff, and provide sign-in information for new staff and students
- Add/remove new/old staff and students from Active Directory
- Enter/set up and maintaining student and staff email accounts
- Data entry of schedule meetings on Divisional calendar (RREAL Team, Board Meetings, PD sessions, etc.)
- Arrange for all Administration Office meeting meal service as required
- Assist Senior Executive Assistant to arrange accommodations, meals, snack, etc. for large Divisional meetings and events
- Monitor, maintain, and order coffee and drink supplies
- Assist to coordinate PD sessions hosted by RRSD
- Assist to coordinate Board of Trustee, Senior Administration, and Divisional professional development events and meeting: (Work includes but is not limited to: arranging/booking/coordinating speakers, event facilities, hotels, meals, and equipment rentals)

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### Monthly

- Create, update, and maintain employee data in PowerSchool
- Data entry of schedule meetings on Divisional calendar (RREAL Team, Board Meetings, PD sessions, etc.)
- Arrange for all Administration Office meeting meal service as required
- Assist Senior Executive Assistant to arrange accommodations, meals, snack, etc. for large Divisional meetings and events
- Monitor, maintain, and order coffee and drink supplies
- Assist to coordinate PD sessions hosted by RRSD
- Assist to coordinate Board of Trustee, Senior Administration, and Divisional professional development events and meeting. (Work includes but is not limited to: arranging/booking/coordinating speakers, event facilities, hotels, meals, and equipment rentals)

### Annually

- Data entry of schedule meetings on Divisional calendar (RREAL Team, Board Meetings, PD sessions etc.)
- Assist to coordinate PD sessions hosted by RRSD
- Assist to coordinate Board of Trustee, Senior Administration, and Divisional professional development events and meeting. (Work includes but is not limited to: arranging/booking/coordinating speakers, event facilities, hotels, meals, and equipment rentals)
- Schedule and coordinate WHMIS program for appropriate staff

## Reception/Communication

### Daily

- In person and telephone reception for Accounts Payroll Supervisor, Payroll and Human Resources Dept, and as required for other Division Office staff (back up to the receptionist)
- Assists to contact trustees/staff regarding meeting and information as required
- Operate bus radio as required
- Drop off and pickup mail from Canada Post

### Weekly

- Monitor and arrange for updates to the Division website related to Payroll and Human Resource issues (e.g. job postings)

## Human Resources

### Daily

- Maintain HR administrative procedures

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### **Weekly**

Coordinate and maintain HR administrative procedures including:

- Recruitment and selection forms and procedures
- Employment advertising
- Create job postings to paper, on webpage, and for teacher recruitment websites, etc.
- Compile applications, coordinate recruitment and selection activities, create, distribute, and manage
- Create and distribute employment correspondence (e.g.: letters of offer, teacher contracts, assignment changes)

### **Monthly**

Maintain Divisional HR statistical and data systems:

- Maintain employee evaluation schedules /lists data
- Manitoba Education – Teacher and student records –teacher assignment data
- Recruitment and selection files and data

### **Seasonal/Semester**

- Maintain interview files (create, distribute, retrieve and dispose as per procedures)

### **Annually**

- Staffing and Human Resource reports for Board, and Senior Administration
- Teacher Transfer Report to RRTA
- School staff lists
- Personnel directories/rosters

## **Accounts/Purchasing**

### **Weekly**

- Conduct reference checks for Substitute Teachers and other candidates
- Maintain Divisional Human Resources statistical and data systems
- Create and maintain employee schedules (EA and other support staff – teachers as required)
- Process Human Resources absence approvals
- Add/change assignments in relation to medical leave assignment changes in Atrieve

### **Seasonal/Semester**

- Research, cost and coordinate purchases for RRAA and Divisional pride wear as required
- Maintain pride wear and promotional supplies inventory

## **Miscellaneous**

### **Daily**

Act as back-up to other administrative support staff in the office which may include:

- enter leave of absences for Administration Office staff unplanned absences (on Atrieve). Notify (email) supervisors when staff report unplanned absences.

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- Coordinate and maintain Division office meeting room bookings/schedule
- Check and respond / forward Division e-mail and fax as necessary
- Other duties as may be assigned

### **Weekly**

Act as a back-up to other administrative support staff in the Division Office which may include:

- to monitor, maintain and order Division Office stationery,
- to maintain organization and inventory of copier / supply room
- Maintain Maintenance Help Desk - process Work orders
- Monitor divisional email and faxes
- Other duties as may be assigned

### **Monthly**

Act as back-up to other administrative support staff in the Division Office which may include:

- Arrange for Administration Office meal and snack service
- Other duties as may be assigned

### **Seasonal/Semester**

Act as back-up to other administrative support staff in the Division Office which may include:

- Arrange for Administration Office meal and snack service
- Other duties as may be assigned

### **Annually**

Act as back-up to other administrative support staff in the Division Office which may include:

- Arrange for Administration Office meal and snack service
- Other duties as may be assigned