



St. Margaret's School

Internal/ External Posting CAREER AND POST SECONDARY ASSISTANT Permanent Part-Time Position

Today's Date	Jan 25, 2012	Post Until	Feb 8, 2012
Effective	Immediately		
Hours	30 hours per week, 10 months per year (September – June) This is a bargaining unit position in the Professional Employees Association.		
Salary	\$ 22.35 per hour		

Summary

St. Margaret's School is looking for an energetic, self-directed individual to be our new Career and Post Secondary Assistant. They will report to the Senior School Principal, work under the direction of the Guidance Department Head and be responsible for gathering information regarding career and post secondary options.

The Career and Post Secondary Assistant is responsible for collecting, organizing and displaying resources within the Guidance Centre that will provide students with access to up-to-date and relevant career, post-secondary and scholarship information. They will work collaboratively with other members of the Department including Grade level advisors, Coordinators and teachers.

Job Duties

- Ensure that the Guidance Centre contains up-to-date educational/university information as well as provide direction to students in the use of this material.
- Obtain, organize and promote resource materials such as post secondary calendars, career information, scholarship, bursary and other funding sources.
- Assist students in exploring career and post-secondary options via web browsing, catalogues or brochures.
- Be aware of and remain current with changes affecting post secondary institution admission requirements and labour market trends.
- Attend invitational post-secondary events.
- Design and construct displays and act as a contact for post secondary representatives, potential employers and other community agencies.
- Assist in the planning and coordinating of events (Career Fairs, Scholarship Functions, Educational tours...); assist in the preparation of written materials and handouts, as requested by teachers in the delivery of Health and Career Education and Planning classes.

- Assist students with completing a variety of interest inventories and career aptitude tests
- Assist the Guidance Department in providing students with information on job search methods, resume preparation, and interview strategies.
- Assist the Guidance Department in providing students with information on post secondary institutions and the completion of applications.
- Compile and prepare scholarship information and maintain a database on scholarships and recipients.
- Publicize and promote scholarship /award deadlines.
- Respond to a wide variety of external/internal inquiries both by telephone and in person
- Perform a variety of word processing and clerical duties as required to support the Guidance Centre
- Provide assistance in the collation of information for various school publications including notices and announcements
- Schedule appointments for Advisors and Guidance counsellor.
- Perform other related duties as assigned

Requirements

- Secondary School Diploma required supplemented with Career Counselling courses from a recognized institution
- A minimum 2 years working in an educational organization or equivalent experience working with adolescents in a learning environment
- Strong commitment to service excellence
- Strong communication skills, both verbal and written
- Outstanding interpersonal and teamwork skills
- Strong organizational and time management skills
- Ability to set priorities, identify plans of action and meet deadlines
- Strong record-keeping with attention to details and organizational abilities
- Ability to work independently, as well as with a team

If you would like to join our team, please apply by **February 8, 2012** to:

Human Resources
 St. Margaret's School
 1080 Lucas Avenue
 Victoria, BC V8X 3P7
 Fax: 250-479-3277
 Email: careers@stmarg.ca