

TITLE: SUMMER STUDENT – ADMIN ASSISTANT
CLASSIFICATION: (ADMIN SUPPORT 2)
ORGANIZATIONAL CONTEXT

Each year, the Government of Alberta employs hundreds of students in a variety of short-term roles for the summer period typically from May to August. These opportunities enable the GoA to benefit from additional labour throughout the summer period and students to gain valuable experience while they complete their studies.

Summer student roles can encompass a great variety of levels of responsibility and type of work. As such, the classification of summer student roles can vary significantly and are classified individually.

Commonly, summer students are leveraged for general, entry-level administrative support. Due to the similarity of these roles, this sample common role profile has been developed. This common role profile defines the accountabilities and requirements expected of these roles specifically. It is not representative of every summer student role.

JOB OVERVIEW

A *Summer Student – Administrative Assistant* role encompasses a broad range of jobs involved in providing entry-level administrative, program, office support functions associated with the administrative delivery of government services and programs. Typical work includes general office support and/or providing one or more core administrative support services such as records management, finance (accounting), purchasing, human resources, etc. This role can also include entry-level administrative functions performed in support of line program delivery. The work assigned can be fulfilled by individuals with limited to no experience or program knowledge. The emphasis is on learning about the program areas, policies and regulations.

The *Summer Student – Administrative Assistant* role requires significant supervision where they are provided guidance and clear direction in the completion of their duties and their work is reviewed. The duties of a student can become progressively more independent and complex throughout their term as they learn and develop.

ACCOUNTABILITIES

SUPPORTING A WIDE RANGE OF ADMINISTRATIVE FUNCTIONS, THE ROLE MAY BE REQUIRED TO PERFORM SOME OR ALL OF THE FOLLOWING TASKS:

- Prepare and organize correspondence, perform data entry and word processing functions, and create a variety of documents.
- Provide customer service assistance by performing reception duties, responding to public and/or internal inquiries
- Assist with small or large scale archival / filing projects by following a prescribed set of rules to store or destroy files; use technology to file documents.

- Plan, organize, coordinate and manage daily assigned work.

JOB REQUIREMENTS

- High School diploma and no experience
- All summer student jobs required the individual to be a student. A student is defined as someone enrolled in a secondary, or post-secondary institution (currently or for the fall semester) or has graduated within the past six months.

Knowledge, Skills and Abilities:

- Written communication skills to prepare a variety of documents, such as reports, presentations, meeting minutes, etc., as well as to document findings and record data.
- Customer service skills and your verbal, written, and active listening communication skills to perform reception duties, respond to phone, email and in-person inquiries, and provide information to internal clients and/or the general public.
- Experience using Microsoft Office applications, such as Word (word processing) and Excel (spreadsheets), as well as databases, email and the internet to conduct research and prepare a variety of documents.
- Knowledge of office administration to accurately follow various processes as defined and perform basic mathematical calculations.
- Input data accurately and generate reports as required, paying close attention to detail.
- Planning and organizational skills to prioritize time to meet competing deadlines.
- Discretion and sensitivity skills when working with confidential information.

BEHAVIOURAL COMPETENCIES

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