

Nipissing University
JOB DESCRIPTION

POSITION TITLE:	Secretary, Practicum Office
DEPARTMENT:	Practicum Office, Schulich School of Education
CLASSIFICATION:	Secretary A
WAGE GRADE:	WG 20
EMPLOYMENT DEFINITION (STATUS):	Full-time Support
SUPERVISOR:	Practicum Officer

SUMMARY OF FUNCTIONS:

Reporting to the Practicum Officer, the Practicum Secretary will act as the first point of contact for teacher candidates, associate teachers, principals, school board personnel and the general public. The Secretary will be responsible for processing and following-up on all documentation related to Practicum Registration; maintaining candidate personal and practicum records; maintaining school and associate teacher records; tracking and assisting associate teachers with online payment registration and practicum reports. The Secretary will also provide support to the Practicum Officer.

DUTIES & RESPONSIBILITIES

Practicum Reports (30%)

- Attach applicable practicum reports to appropriate practicum blocks in Datatel at the beginning of each academic year and liaise with Technology Services if technical support is required.
- Assist associate teachers with online payment registration and follow-up to ensure they have gained access to applicable practicum reports.
- Provide technical support to associate teachers, faculty advisors, and teacher candidates who experience difficulty logging in to or accessing information via WebAdvisor.
- Reset passwords for associate teachers and faculty advisors as necessary, ensuring confidentiality.
- Direct associate teachers and faculty advisors to/liaise with Technology Services if login issues are unresolvable and follow-up if necessary.
- Provide step-by-step instructions regarding online practicum reports to associate teachers and faculty advisors as needed.
- Track receipt of practicum reports via WebAdvisor and follow-up on past due reports in a timely and professional manner.
- Track faculty advisor routes to ensure all completed reports are submitted and follow-up if necessary.
- Review and process practicum reports via WebAdvisor, making corrections if necessary.
- Follow-up with associate teachers and faculty advisors who submit incomplete reports.
- Respond to candidate enquiries regarding their practicum reports (i.e. due dates, spelling errors, etc.)
- Track and print for Practicum Officer/Coordinator “flagged” reports.
- Notify Practicum Officer/Coordinator immediately if new “flagged” reports are submitted.

Practicum Placements (35%)

- Respond to general enquiries regarding placements and Practicum Office policies.
- Enter placement details into applicable databases, ensuring accuracy and release placement information according to schedule.
- Track placement changes and notify Practicum Officer/Coordinator, faculty advisor and teacher candidate.

- Investigate and confirm that placement information is accurate prior to entering it in Datatel.
- Update school and Associate Teacher details in Datatel when necessary.
- Forward important documentation to school boards in a timely manner, ensuring specific board requirements are met prior to placement.
- Track placement absences and request applicable documentation.
- Notify Practicum Officer/Coordinator of any critical practicum concerns.
- Run PMA system communications/notifications when required.
- Prepare detailed placement queries and reports when requested by Practicum Officer/Coordinator.
- Prepare and distribute detailed placement charts and reports to faculty advisors.

Practicum Registration

(25%)

- Collect & track receipt of Practicum Registration forms for all teacher candidates, including required Police Vulnerable Sector Check (PVSC) documentation.
- Enter Practicum Registration information into Datatel, ensuring accuracy.
- Ensure all registration documentation is received by applicable deadlines and follow-up with candidates who have not met the deadlines.
- Contact candidates regarding incomplete and/or inaccurate registration information.
- Respond to general enquiries regarding Practicum Registration, ensuring confidentiality.
- Notify Practicum Officer/Coordinator of candidates who have extenuating circumstances or of varsity athletes requiring local placements.

Clerical Support

(10%)

- Act as the first point of contact for the Practicum Office, responding to all general enquiries and requests via email, telephone and in person.
- Direct enquiries to appropriate university personnel when necessary.
- Assist the Practicum Officer/Coordinator in preparing and organizing files for Practicum Committee meetings.
- Assist the Practicum Officer in preparing and organizing for faculty advisor meetings.
- Store and maintain old student files as required and ensure proper disposal of outdated files.

Any other duties as assigned by supervisor

QUALIFICATIONS:

Education: Two-year office administration diploma from a recognized college

Training and/or experience may be substituted for formal academic training at the discretion of the University

Training, Experience, Knowledge & Skills Required:

- One to two years of relevant work experience
- Windows and Mac operating systems
- MS Office Suite (Word, Excel, PowerPoint, Access)
- Informer
- Crystal Reports
- Datatel
- WebAdvisor
- Internet
- Excellent interpersonal, organizational, and time management skills
- Excellent written and verbal communication skills
- Ability to work with minimum supervision

RELATIONSHIPS / CONTACTS:

Supervised by: Practicum Officer

Internal contacts: Faculty, students and staff

External contacts:

- School board personnel
- Associate teachers and principals
- Prospective students
- General public

MATERIALS UTILIZED:

- General Office Equipment

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Visual and mental concentration
- Sitting, Standing, Walking
- Little physical effort
- Light to Moderate Demands
- Pleasant surroundings, open office space
- Separate work stations

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (Please Print)

Employee Signature

Date

.....
Approvals

Supervisor

Date

Director, Human Resources

Date