
POSITION SUMMARY

Information Service/General Clerical/Administration

May be required to work in any of the following areas:

Information Services Centers

Educational Programs

Corporate Services units (eg Finance, Executive, Human Resources)

Summary of Duties:

Assist in the provision of excellent customer service by providing prompt and accurate information to clients and students. Provide general administration/clerical support service.

May be required to do any of the following, depending on individual experience:

- Phone enquiries
- Switchboard
- Cash handling and banking
- Operating a cash register
- Word-processing
- Spreadsheet
- Database
- Filing/Records management
- Emailing
- Finance (eg. Accounts Payable/Accounts Receivable)
- Using various IT packages

Salary range

(Classification ASO-1):

\$22,918 - \$41,831 per annum (adjusted to actual hours worked) (based on experience)

(Classification ASO-2):

\$44,479 - \$48,143 per annum (adjusted to actual hours worked) (based on experience)

(Classification ASO-3):

\$51,801 - \$55,465 per annum (adjusted to actual hours worked) (based on experience)
