

ADMINISTRATIVE ASSISTANT, EDUCATIONAL SERVICES

Villa Maria is a private, bilingual secondary school welcoming approximately 1840 students. In a constantly evolving world, our school promotes personalized support combined with a stimulating environment. Students in both language streams benefit from a harmonious bilingual coexistence. By integrating technology into teaching, we develop an innovative, effective, and human-centered pedagogy for our students.

Our Mission

We support our students in developing and achieving their full potential, enabling them to become responsible global citizens capable of meeting the challenges of tomorrow's job market.

The Opportunity

Join a team that evolves and collaborates in a bilingual and innovative environment where people remain at the heart of our concerns. At Villa Maria, everyone's efforts contribute to creating a high-quality learning space for our student community. Pursuing a career at Villa Maria means working in a renowned school that values diversity, inclusion, and personal fulfillment.

The incumbent is responsible for performing secretarial tasks for the Educational Services and Student Support Services departments, overseeing the coordination of administrative tasks and substitute teaching. They act as a liaison between the Educational Services Directorate, Student Support Services, and assistant Directors.

As an Administrative Assistant, Educational Services, your main responsibilities are :

- Manage the teacher absence management system and handle tasks related to teacher absences and substitute teaching;
- Draft texts, develop tables, and various documents useful for managing Educational Services and Student Support Services;
- Assist the Director of Educational Services during pedagogical meetings, parent meetings, or other scheduled events in the school calendar; handle logistical organization, send invitations, prepare necessary files, draft a preliminary agenda based on collected topics, and, if needed, attend these meetings and draft minutes or summaries;
- Assist the Director of Student Support Services with various administrative tasks;
- Ensure communication with parents, students, and teachers regarding Educational Services and Student Support Services;
- Coordinate the preparation and follow-ups for end-of-year exams in collaboration with the Head of Pedagogical Operations;
- Collect necessary information for producing the school calendar;
- Gather information to ensure the smooth functioning of the task assignment process;
- Support management in overseeing the professional development program for teachers and non-teaching staff;
- Provide customer service, manage the agenda, and handle email correspondence for the Educational Services and Student Support Services departments;
- Participate in drafting, reviewing, improving, and translating documents, texts, and short presentations with a focus on clarity and quality;
- Perform any other related tasks as assigned by the immediate supervisor.

The colleague we are looking for has:

- Diploma of Vocational Studies (DVS) in Secretarial Studies or Diploma of College Studies (DCS) in Office Technology or equivalent;
- If studies were completed outside Quebec, an equivalency assessment issued by the Ministry of Immigration, Francisation, and Integration must be provided;
- Minimum of three (3) years of experience in a similar position;
- Excellent command of French and English, both spoken and written;
- Proven proficiency in Google Suite and Microsoft Office Suite (Word, Excel, PowerPoint, Outlook);
- Knowledge of the COBA pedagogy management software, Charlemagne, and MÉQ's academic records system is an asset;
- Demonstrated communication skills and an excellent sense of customer service and teamwork;
- Strong organizational and time management skills;
- Attentiveness and proven problem-solving abilities;
- Diplomacy, discretion, rigor, and attention to detail;
- Interest in continuous learning.

Why choose us as an employer?

- Hourly salary according to the salary scale of the francophone public sector for a management secretary (4111): \$24.56/h to \$28.33/h depending on experience;
- Group insurance plan adapted to our employees' needs
- RREGOP retirement plan
- An employee Assistance Program
- Job placement program
- A warm and human working environment
- The possibility of cooperating with our multidisciplinary team on several committees
- A historic and enchanting outdoor environment
- Close to a Metro station
- Free parking

Work schedule: Monday to Friday, from 7:00 AM to 3:00 PM (35 hours per week)

Start date: As soon as possible.

Please send your resume and a cover letter by email to the following address: carrieres-careers@villamaria.qc.ca

The use of the masculine form is solely intended to facilitate reading. Villa Maria adheres to an equal employment opportunity program and encourages applications from women, aboriginal peoples, visible minorities, ethnic minorities, and individuals with disabilities.