

## Job Description: Administrative Assistant (Student)

| <b>The Corporation of<br/>The<br/>Township of South<br/>Glengarry</b> | <b>Job Description</b>               |
|---|--------------------------------------|
| Position Title:   | Administrative Assistant (Student)   |
| Group:  | Student                              |
| Supervisor:   | General Manager of Finance/Treasurer |
| Department:   | Finance                              |
| Prepared By:  | Deputy Clerk                         |
| Approved:   |                                      |
| <b>Revised:</b>   | January 2026                         |

### **Job Function:**

Reporting to the General Manager of Finance/Treasurer the Administrative Assistant (Student) provides administrative support to the overall Corporation by planning, organizing and implementing administrative systems, policies, procedures and projects. As well they will be responsible for providing accounting and clerical activities, such as recording, processing and summarizing financial information to ensure effective and efficient operations. They will also be responsible for monitoring the general telephone and email requests.

### **Skills and Qualifications:**

1. Full time University or College student.
2. Good knowledge of the Township of South Glengarry.

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3. Demonstrated communication skills.
4. Highly positive and professional demeanor.
5. Excellent oral and written communication skills including superior report writing, editing/proofreading and interpersonal skills.
6. Effective computer skills and practical experience working with the Microsoft Office Suite and website content management systems.
7. Thorough knowledge of current communications technology and techniques, including social media.
8. Excellent organization and time management skills.
9. Ability to arrange and address priority items and meet work requirements within established timelines.
10. Ability to multi-task in a fast-paced environment.

### **Direction Received/Independent Action:**

11. Works independently under the direction and supervision of the General Manager of Finance/Treasurer, within regulatory and Township policy guidelines.
12. Performance is monitored through the Township's Performance Management Program.

**Working Relationships:**

**Routine**

**13. General Manager Finance/Treasurer:**

Direct reporting relationship.

**14. General Public including residents and ratepayers:**

Provides information and updates to the public regarding municipal initiatives and issues.

**Duties and Responsibilities:**

15. Assists with special projects and performs other duties as assigned by the General Manager of Finance/Treasurer, in accordance with Departmental or Corporate objectives.
16. Conducts research and analysis as required for the preparation of reports, documents and correspondence.
17. Assists General Managers by researching by-laws, developing, writing and updating administrative policies, procedures, methods and guidelines, communicating developments to management.
18. Develops content and graphics to be posted on the Township website and social media pages.
19. Works closely with departments to develop promotional materials and promote programs, policies, and services.
20. Responsible to adhere to all Health and Safety Regulations.
21. Perform such other related duties as may be assigned.

**Impact of Errors:**

22. May cause deterioration in relations affecting the organization's image. Potential for

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minor to major financial cost to organization. For example, failure in the following areas could happen:

- Errors in analysis, judgement and in rendering advice could lead to actions resulting in embarrassment, unfavourable public reactions that could seriously impair services to the public and residents and possibly result in litigation and legal costs.
- Not dealing with the public tactfully could result in reduced levels of cooperation with and confidence from the public.

### **Physical and Sensory Demands:**

23. Muscular and sensory strain combined with sensory exertion is required for moderate periods while working at a personal computer station.

### **Mental Demands:**

24. Review of correspondence and preparation of formal documents performed routinely for prolonged periods with regular continuous requirements to complete priority items.

25. Occasional time factors may affect work pace and results in determining priority tasks and duties in meeting tight timelines. (e.g. calls and inquiries and visits cause occasional interruptions or disruptions including exposure to public criticism while providing services to customers.)

### **Working Conditions:**

#### **Hours of Work:**

26. Required to work a 7-hour day during normal business hours Monday to Friday.

27. Additional hours are occasionally required in excess of the regular workday, related primarily to workload and special projects.

#### **Overtime:**

28. Overtime is compensated as per Township Policy.

#### **Work Environment:**

29. 90% of the average work year in private office within a single office building. Remaining time spent travelling outside of the work area to attend meetings as required.

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### **Hazards:**

30. Usual hazards consist of slips, trips and falls or strains. Repetitive motion injuries from keyboard activities are also a hazard. Minor risk of illness or personal injury, not usually requiring medical attention but may require first aid for minor cuts.