

Job Profile

Job Profile Name:	Communications Assistant A
Job Code:	CADA-00004
Employee Group:	AMUSE Casual

Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of low complexity and the incumbent performs them using precise instructions provided by his/her immediate supervisor or other team members.

Typical Functions:

1. Greets clients and answers general inquiries with a positive attitude. This includes forwarding calls, provide policies and procedures as well as providing locational directions.
2. Schedules meetings, tours or events when required.
3. Receives, sends and helps prepare promotional materials.
4. Prepares documents such as promotional materials, marketing materials and emails. Such preparation may include taking photos, sorting, collating, filing, scanning, photocopying and shredding.
5. Distributes of promotional items, such as leaflets, documents, and items. A log to track these items may be required.
6. Provides general assistance at events such as open house and alumni events.
7. Acts as guide during tours of campus and libraries providing information and details regarding the area.
8. Using established scripts, contacts external and internal individuals regarding donations or program promotion.
9. Collects and enters data into established databases.
10. Performs basic word processing functions such as, document formatting, labelling, spellcheck, mail merge, drafting letters from template.
11. Maintains immediate work area in a clean and orderly fashion
12. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent.

Minimum Education, Certification and Experience:

- High School Diploma with minimal or no experience