



International Education Secretary Full-time (12-month) position

The International Education Secretary works primarily with the development and implementation of the International Student databases and organizes, enters and manipulates confidential student data; resolves computer operational issues and performs routine data backups. The International Education Secretary also performs a variety of confidential secretarial and general clerical duties.

Successful applicants must have:

- Courses in computer or database management applications and accounting plus related work experience or an equivalent combination of training and/or experience.
- Thorough knowledge of computer applications (Word, Excel, databases)
- Typing speed minimum of 60 wpm.
- Excellent communication, interpersonal, and organizational skills.
- Experience in working within a culturally diverse setting.
- Ability to work independently and use initiative.
- Fluency in English.
- Fluent in a second language such as Spanish, Vietnamese or Italian.

Interested applicants should apply in writing, including a resume and covering letter (with at least two references) by May 24, 2017 to:

**Human Resources Department
School District 41 - Burnaby
5325 Kincaid Street
Burnaby, BC V5G 1W2
Email: applications@sd41.bc.ca**