

POSITION AVAILABLE

# HEALTH CENTRE – ADMINISTRATIVE ASSISTANT PART-TIME

We are privileged to learn, work, and live on the traditional territory of the Sc'ianew (Beecher Bay) First Nation.

[Pearson College UWC](#) was founded as Lester B. Pearson United World College (UWC) of the Pacific in 1974. Pearson is a unique, highly selective, two-year pre-university school for up to 200 students from across Canada and around the world chosen solely on their promise and potential and demonstrated commitment to actively engage in creating a better world. Students currently are selected from nearly 160 countries. Pearson is one of 18 UWC schools worldwide. ([pearsoncollege.ca](http://pearsoncollege.ca)).

**Pearson College UWC is recruiting for an outstanding Administrative Assistant to join our Wellness Team.**

**Reporting to:** Manager, Health & Wellness

## **Position Summary:**

As part of the College's Health & Wellness Team, and under the direction of the Manager, Health & Wellness, the Administrative Assistant is responsible for the operation of Health Centre's office. The Administrative Assistant will perform a variety of administrative functions ensuring the day-to-day health office runs effectively and efficiently.

## **Major Responsibilities:**

- Data entry and chart maintenance in the iSAMS (student information) database.
- Organize files and student records.
- Schedule and confirm medical appointments with both the in-house Wellness Team (counselors) and outside medical practitioner (dentists, physio, etc.).
- Respond to telephone, in-person, and email enquiries.
- Complete and submit health insurance forms.

LESTER B. PEARSON COLLEGE OF THE PACIFIC AND UNITED WORLD COLLEGES (CANADA) INC

650 Pearson College Drive, Victoria, BC, Canada, V9C 4H7

P: +1 250 391 2411 E: [info@pearsoncollege.ca](mailto:info@pearsoncollege.ca) [www.pearsoncollege.ca](http://www.pearsoncollege.ca)

Located on the unceded territory of the Scia'new (Beecher Bay) First Nation

- Follow up with students to ensure they arrive for appointments.
- Schedule College drivers for transportation to appointments off-site.
- Invoice for medical expenses.
- Monthly reconciliation of the Health Centre's credit card.
- Establish and prepare office procedures.
- General administrative duties as needed.

**Skills & Abilities:**

- Excellent attention to detail and accuracy.
- Solution-focused with ability to take the initiative and problem solve.
- Ability to maintain confidentiality.
- Ability to work independently.
- Proficiency in MS Office Suite applications
- Familiarity with school management information systems an asset.
- Ability to work effectively within a team environment.
- Demonstrated tact and diplomacy working within a multi-cultural and diverse organization.
- Flexible, adaptive, and enthusiastic.
- Communicate effectively in English, both verbally and in writing.

**Education and Experience**

- Certificate in Office Administration or equivalent education and experience.
- 2-3 years of office experience, preferably in a health centre or school.

**Compensation & Organization**

This is a part-time position for 4 hours per day, usually mornings, but some flexibility is available, Monday through Friday at Pearson College UWC in Metchosin, approximately 40 minutes from downtown Victoria. This position will work primarily when students are on campus and will be off during winter break and part of the summer. Hourly rate is between \$25.00 – \$29.00 depending on experience, plus 6% vacation pay.

Applications will be accepted until the position is filled. Only candidates selected for an interview will be contacted. Résumés and a cover letter can be emailed to [careers@pearsoncollege.ca](mailto:careers@pearsoncollege.ca).



*Pearson College UWC is committed to diversity and equity in employment. All qualified applicants are encouraged to apply; however, Canadians and permanent residents shall be given priority.*

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