



Are you looking for an opportunity to join a team where your contribution makes a positive impact on the lives and learning of future leaders in Science, Technology, Engineering and Math? STEM Innovation Academy is looking for exceptional professionals to join our team.

About Us

STEM Innovation Academy High School is a new public charter high school located in NW Calgary. Our school will serve 130 students in grade 10 for the 22-23 school year, expanding with grades 11 and 12 the following 2 years. With a mission to inspire the next generation to be knowledgeable creators, innovators, and responsible leaders, we believe every student can be successful in STEM and should have the opportunity to learn about cutting-edge science and technology topics.

Position Information

School Secretary

The purpose of this position is to perform clerical duties in support of, and to assist, in the day-to-day operation of the school.

Responsibilities

- Answers telephones and supplies factual information to callers. Communicate with parents concerning student absenteeism, check-outs, or early dismissals.
- Understanding of PowerSchool operations; using PowerSchool to enter attendance, run reports
- Maintain office supplies; place orders, receive deliveries
- Assist teachers/students as needed
- Maintain photocopiers and other equipment
- Perform other related duties as assigned by administration

Education and Experience

- High school completion
- Minimum one year related experience in an office environment or completion of a recognized post-secondary certificate or diploma in office administration or its equivalent with successful practicum experience
- School office experience is an asset

Demonstrated Skills and Competencies

The successful candidate for this position demonstrates:

- Strong data entry skills with an emphasis on accuracy
- Knowledge of office / records management
- Ability to use computer applications such as MS Office, Teams, PowerSchool

- Strong verbal and listening communication skills, combined with good written communication skills and very good interpersonal skills
- Professionalism, tact, courtesy and diplomacy skills, ability to deal with sensitive and discretionary matters and maintain strict confidentiality
- Very good time management, prioritization, multitasking and organizational skills
- Ability and success in building productive relationships
- Trustworthiness, integrity, dependability and reliability
- Willingness to adapt and grow in a constantly evolving environment.

Application Package Requirements

- Cover Letter
- Resume/Curriculum Vitae
- Names and contact information of three references, two of which must be current or very recent supervisors

While we appreciate all applications received, only people selected for an interview will be contacted.

Please send resume directly to Mrs. Lisa Cormier – l.cormier@stemia.ca