

## CAREER PROFILES

### Administrative Officers:

**Administrative Officers** oversee and implement administrative procedures, establish work priorities, conduct analyses or administrative operations, and co-ordinate acquisition of administrative services such as office space, supplies, and security services. They are employed throughout the private and public sectors.

### Wage/Salary Information:

\$65,000 is the median annual salary found in local job-postings.

\$21.31/hour is the median wage reported locally.

### Commonly Listed Skills in Job Postings:

- Employee engagement
- Leadership
- Strategic planning
- Project management
- Microsoft Office
- Oral and written communication
- Detail oriented
- Problem solving
- Management
- Leadership
- Time management
- Teamwork
- Negotiation
- Creativity
- Strategic planning
- Organizational skills
- Self-motivated
- Decision making
- Marketing
- Work independently
- Customer service oriented
- Leadership

### Job Duties:

Administrative Officers oversee and co-ordinate office administrative procedures and review, evaluate, and implement new procedures. They are key in establishing work priorities, delegating work to office support staff, and ensuring deadlines are met and procedures are followed. Administrative Officers are important for budgetary reasons, as they often conduct

analyses and oversee administrative operations relating to budgeting, and assist in preparation of operating budget and maintain inventory and budgetary controls.

Administrative Officers also co-ordinate and plan for office services, such as accommodation, relocations, equipment, supplies, forms, disposal of assets, parking, maintenance, and security services.

Depending on the job setting, Administrative Officers may also carry out activities associated with admissions to post-secondary educational institutions and may assemble data and prepare periodic and special reports, manuals and correspondence.

### Working Conditions:

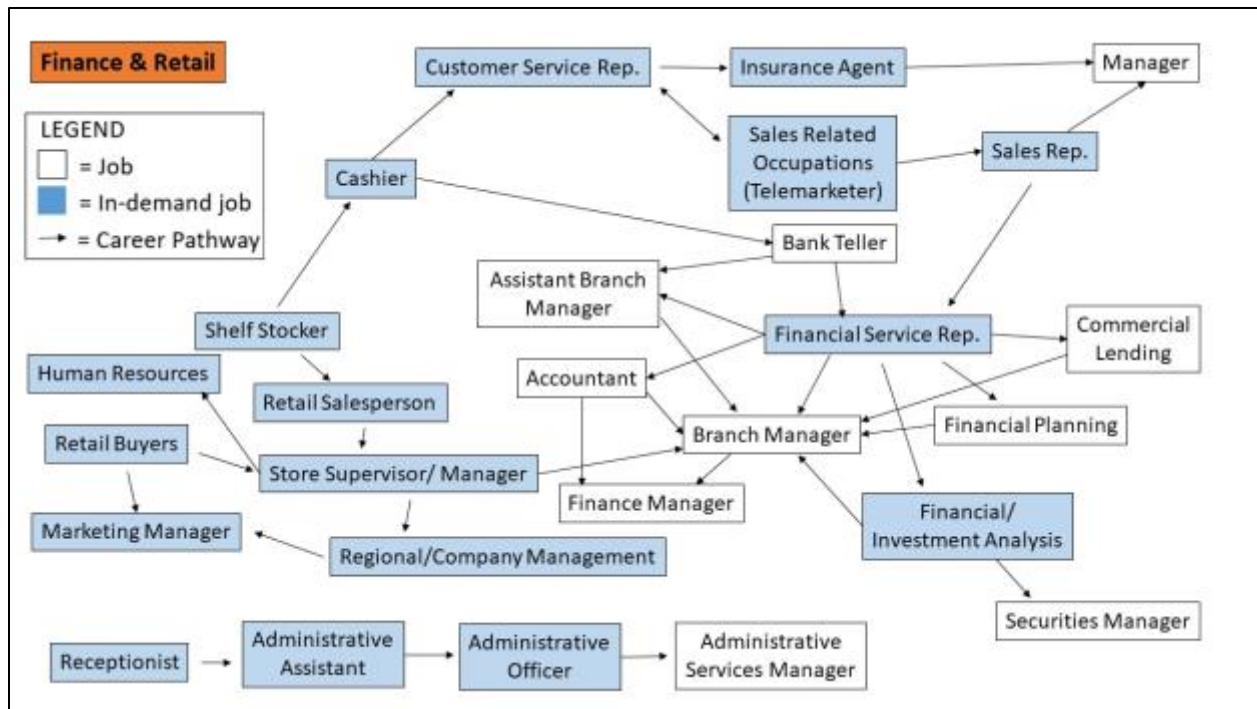
Administrative Officers are often expected to manage numerous projects at any given time, while working in a busy, noisy environment. Workers may be interrupted frequently to meet requests from staff, management, and the public.

### Career Pathways:

There are no industry-wide formal education requirements for becoming an Administrative Officer. The educational requirements are set by each individual employer, and may vary considerably. A job as an Administrative Officer typically requires years of experience in administrative jobs of increasing responsibility.

Administrative Officers most often work in office environments in the public and private sector. Below are potential career paths for Administrative Officers:

- Access to Information and Privacy Officer
- Administrative Officer
- Administrative Services Co-Ordinator
- Budget Analyst
- Claims Officer
- Co-Ordinator, Office Services
- Financial Aid Officer
- Forms Management Officer
- Liaison Officer
- Office Administrator
- Ombudsman Officer
- Planning Officer
- Records Analyst – Access to Information
- Surplus Assets Officer
- University Admissions Officer



### Education and Training Pathways:

If you're interested in becoming an Administrative Officer, you can acquire training/education locally at any of the following institutions.

#### College Boreal:

#### **Office Administration - Executive**

#### **Admission/Eligibility Requirements:**

- Office Administration - General Certificate (2 semesters) or equivalent OR
- OSSD, ACE certificate, or its equivalent in another province, or adult student status
- 1 French credit: FRA4C, FRA4U, or equivalent

**Academic Credential:** Ontario College Diploma

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 4 semesters

**Program Cycle:** Unknown

**Program Cost:** Unknown

**OSAP Eligible:** Unknown

**Location:** 7515 Forest Glade Drive, Windsor, N8T 3P5

For more information on this program, please visit:

<http://www.collegeboreal.ca/programmes/office-administration-executive/>

[St. Clair College:](#)

**Office Administration – Executive**

**Admission/Eligibility Requirements:** Successful completion of the Office Administration - General diploma with a GPA of 2.0 or better

**Academic Credential:** Two Year - Ontario College Diploma (Including Office Administration - General)

**Professional Certification:** Unknown

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 2-year diploma

**Program Cycle:** Unknown

**Program Cost:**

- Year 1 (Office Administration - General): \$3,964.61
- Year 2: \$3,804.05 (2017/18)

**OSAP Eligible:** Unknown

**Location:** 2000 Talbot Road West, Windsor, N9A 6S4

For more information on this program, please visit:

[http://www.stclaircollege.ca/programs/postsec/office\\_exec/](http://www.stclaircollege.ca/programs/postsec/office_exec/)

**Office Administration – General**

**Admission/Eligibility Requirements:**

- OSSD with the majority of courses at the College (C), University (U), University/College (M), or Open (O) level, or;
- Mature student status

**Academic Credential:** One Year - Ontario College Certificate

**Professional Certification:** Unknown

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 1 year

**Program Cycle:** Unknown

**Program Cost:** \$3,964.61 (2017/18)

**OSAP Eligible:** Unknown

**Location:** 2000 Talbot Road West, Windsor, N9A 6S4

For more information on this program, please visit:

[http://www.stclaircollege.ca/programs/postsec/office\\_general/](http://www.stclaircollege.ca/programs/postsec/office_general/)

[University of Windsor:](#)

### **Business Administration**

#### **Admission Requirements:**

- Mean Admissions Average: 83%
- Minimum Admissions Average: 73% (without co-op and 78% (with co-op) ENG4U and one Grade 12U math with a mark of at least 70%
- For second-year Odette School students: minimum of 75% average (Students must obtain major average of 70%+ and cumulative average of 65%+, and successfully complete three paid work terms to remain in Co-op program) (Only one outstanding grade of lower than 50% is permitted)

**Academic Credential:** Degree - Bachelor of Commerce

**Professional Certification:** Opportunity for Information Systems Concentration and Certificate

**Attendance:** In-person

**Full-time or Part-time:** Full-time

**Program Length:** 4 years

**Program Cycle:** Intake for Fall, Winter, Summer

**Program Cost:** \*\$10867.86

**OSAP Eligible:** Yes

**Location:** 401 Sunset Avenue, Windsor, N9B 3P4

For more information on this program, please visit:

<http://odette.uwindsor.ca/programs-available>

**Disclaimer:** *The educational institution reserves the right to change information without notice, and may result in discrepancies between their information and the information presented above. If any errors are found, please report them to [info@workforcewindsorsex.com](mailto:info@workforcewindsorsex.com).*