

Task Title: Job Profile – Administrative Assistants

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:** Use the Ontario Job Profiles website to find information about Administrative Assistants.

**Main Competency/Task Group/Level Indicator**

* Find and Use Information/Read continuous text/A1.2
* Use Digital Technology/D.2

**Materials Required:**

* Pen/pencil and paper
* Computer or digital device

# Notes for Instructors/Practitioners

To explore a different job of interest, your learner can search for a job profile for one of the top 500 jobs in Ontario. The questions below can be answered based on any job profile on this site:

<https://www.services.labour.gov.on.ca/labourmarket-ui/search>

This task is also included in the task bundle “Employment: Job Exploration” in which it has been adapted for each of the top 10 job postings in Ontario in 2024.

# Learner Information

# Learning more about a specific job that interests you can help you in your job search.

Go to the Job Profile webpage for Administrative Assistants: <https://www.services.labour.gov.on.ca/labourmarket-ui/jobProfile?nocCode=13110>

# Work Sheet

**Task 1: List three different names for administrative assistants.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 2: List an activity that administrative assistants perform.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 3: What is the educational requirement for this job?**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 4: How many projected job openings are expected from 2024-2028?**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Answers

Note: Information may change as this website is updated. Answers below are current as of January 2025.

**Task 1: List three different names for administrative assistants.**

Answer: Administrative secretary, appointment secretary, church secretary.

**Task 2: List an activity that administrative assistants perform.**

Answer: Administrative assistants perform a variety of administrative duties in support of managerial and professional employers.

**Task 3: What is the educational requirement for this job?**

Answer: Completion of secondary school is usually required. Completion of a one or two-year college program may be required.

**Task 4: How many projected job openings are expected from 2024-2028?**

Answer: 13,000

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| A1.2 | scans text to locate information |  |  |  |
|  | locates multiple pieces of information in simple texts |  |  |  |
|  | follows the main events of descriptive, narrative and informational texts |  |  |  |
|  | obtains information from detailed reading |  |  |  |
|  | begins to identify sources and evaluate information |  |  |  |
| D.2 | selects and follows appropriate steps to complete tasks |  |  |  |
|  | locates and recognizes functions and commands |  |  |  |
|  | makes low-level inferences to interpret icons and text |  |  |  |
|  | begins to identify sources and evaluate information |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**