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# Camosun Career Course Builds Skills *and* Confidence

Diana Glover

Diana's basic training and was willing to invest in further hands-on learning.

Diana seems to have come into her own without feeling overwhelmed. I've been to the firm a few times since Diana was hired and it is clear that the staff members get on well with each other and with their clients. Their systems are highly automated and there is a focus on the clients that is welcoming.

From my point of view, a great student worked hard in a good program and landed a position with a terrific employer. A couple of years later, Diana seems really happy in her role as a conveyancer in a busy, people-oriented neighbourhood Notary firm.

The credit for the hard work Diana has done to create her success is hers alone. She had a commitment to move forward in her life and the role of our program was to support her.

Diana has achieved the goals she set at the beginning of her Camosun College Legal Office Assistant program. I couldn't be more honoured than to have contributed to her early training and entry into the field. ▲

**Josje (pronounced Yasha) Andmore is Program Leader of the Legal Office Assistant program in the School of Business at Camosun College in Victoria. A legal secretary who "jumped the desk" and became a lawyer, she now shares both those perspectives with her students. As an instructor in Camosun College's School of Business, Josje teaches law and conflict resolution courses within the Business Administration and Applied Business Technology departments.**

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**P**rior to enrolling at Camosun College, my highest level of education was Grade 12.

My previous business experience focused on customer service, inventory control, and day-to-day operational duties. My office experience included filing, typing, and reception duties for a local communications company on a casual, on-call basis.

After spending several years working for a major retailer, I decided that line of work wasn't where I saw my career heading and began thinking about my choices. I had always been interested in law, but the thought of spending several years in university to become a lawyer was scary, so I began looking at other jobs within a law office. I decided that being a legal secretary would give me an opportunity to work with a variety of people in an office environment and the chance to determine whether I was interested in pursuing a higher-level legal career.

Returning to school was a huge step for me. I had been out in the work world for nearly four years. Although I was unsure about leaving my dependable job, co-workers, friends, and regular customers, I felt secure in the knowledge that when I completed the course, I would have the necessary skills and confidence to obtain a career in the legal field.

My first big hurdle was passing the required typing test, which took a lot of practice, practice, and more practice. Once that was accomplished, I was on my way to becoming a student. And because homework was a *must* every night, to ensure I didn't fall behind, being a full-time student meant putting my social life on hold for the next 10 months.

Camosun College has great instructors who are really there for you when you need them. When the entire class had a hard time understanding a specific concept, Josje Andmore, a law instructor from another class, came to our rescue before the exam.

One of the skills I acquired was understanding the importance of teamwork, while collaborating with and helping others maximize their strengths.

Looking for a job in my new career field did not come easily to me, however. The thought of trying to sell myself was very difficult. Again I am grateful to Josje Andmore for her help. She sent me up-to-date information regarding legal secretary postings. When the Salvador Davis & Co. job became available, Josje helped me realize they were a company willing to train a junior employee.

Currently I look forward to going into work each day and being greeted by my amazing co-workers. Working within the community of Sidney, I have found myself more outgoing and friendly because it makes me feel more fulfilled. I love our regular clients and the many opportunities and challenges that present themselves daily.

Working at Salvador Davis & Co. has enabled me to understand what it feels like to have an extended family. Throughout the year, the staff gets together to find ways to support the community through various events.

Outside of work, I take pleasure in spending time with family and friends, camping, and going to hockey and baseball games. I am also enjoying my new house and all the responsibilities that come with it.

The course at Camosun College has given me the skills and confidence I needed to secure and maintain a great job! ▲