



St. James-Assiniboia School Division

"Great Schools for Growing and Learning"

General Office Assistant - Summer Student Position (Approximately – June 24 to August 30, 2024)

DUTIES:

- Provides support to Board Office administration in completing various projects which cannot be completed during the academic year.
- Operates equipment normally found in an office.
- Photocopies, files, keyboards and retrieves information.
- Relieves receptionist as required.

QUALIFICATIONS:

- College/University Student.
- Strong computer/keyboarding skills including knowledge of MS Word, Excel and Adobe Acrobat.
- Strong written and verbal communication skills.
- Ability to conduct research where required.
- Attention to detail and excellent organizational skills.

SALARY: \$15.30 - \$16.04 per hour + 4% vacation pay.

Please note that if you are not a College or University student, your application **will not** be considered for this position. Submit an application by Tuesday, April 30, 2024 to:

APPLY TO:

Attn: Manager, Human Resources
Email: ssstudentpostings@sjasd.ca

The St. James-Assiniboia School Division is proud to employ staff who represent the diverse community it serves and is committed to providing an inclusive and barrier free work environment. If you need to be accommodated during any phase of the hiring process, please contact Human Resources to request special accommodation. All information received relating to accommodation will be kept confidential.

We appreciate your interest in this position but only those considered for an interview will be contacted. Employment is contingent upon the provision of clear Criminal Record and Child Abuse Registry checks.