



**St. James-Assiniboia School Division**  
"Great Schools for Growing and Learning"

**General Office Assistant - Summer Student Position**  
**(Approximately – June 30 to August 28, 2026)**

**DUTIES:**

- Provide support to Board Office administration in completing various projects which cannot be completed during the academic year.
- Operate equipment normally found in an office.
- Photocopy, file, input data and retrieve information.
- Relieves receptionist as required.

**QUALIFICATIONS:**

- High School/College/University students.
- 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.

**HOURS OF WORK:**

- 8:30 am to 4:30 pm, Monday to Friday

**SALARY:** \$16.78-\$17.65 per hour + vacation pay

**APPLY:**

**[CLICK HERE TO APPLY](#)**

*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.