



Job Posting

Casual Administrative Assistants

St. Hilary Catholic School
Competition Number # 2018-19-03

SNCDsb is searching for a collaborative, dynamic leader that supports student engagement, well-being and achievement within a Catholic organization.

Casual Administrative Assistants

Start Date: As Soon As Possible

St. Hilary Catholic School, Red Rock, ON

Position Qualifications:

- Post-secondary diploma in a recognized administrative assistant program (i.e. Administrative Information Management Diploma or equivalent)
- Strong writing, organisational, administrative and interpersonal skills with attention to detail
- Proficient in various computer applications, including Google and various database management systems

Roles and Responsibility:

- Answer Phones, Doorbell - Safe Schools
- Attendance: Daily Student & Staff
- Call for Supply Teachers/Supply EA's etc./ Payroll
- Front Line - Greeting Students/Parents/Guardian & Visitors
- Any other duties assigned by the Principal

Conditions of Employment:

- Current Pastoral Reference Preferred
- Successful Completion of all Safety training courses
- Must undergo a successful police record check

Applicants must submit a cover letter and resume to careers@sncdsb.on.ca by **September 12, 2018 at 4:00pm**

Superior North Catholic District School Board is committed to employment equity and encourages applications from women, visible minorities, Aboriginal peoples and persons with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the hiring process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Mr. Hugh McCorry
Board Chair

Ms. Maria Vasanelli
Interim Director of Education