



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9

Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Posting No: SS2223 - 154

September 15, 2023

Human Resources Assistant 1 School Board Office

Applications are invited from current members of C.U.P.E. Local 2052 for a continuing Human Resources Assistant 1 (12-month), 35 hours per week, at the School Board Office. The rate of pay is \$30.54 per hour. Hours and duties will be as assigned by the Director of Human Resources. This position will also provide support for Sub-Dispatch.

Closing Date:	September 29, 2023 at 4:00 p.m.	Hours:	35 hours per week
Wage:	\$30.54 per hour	Term:	Temporary
Allowances:	Not applicable	Start Date:	October 3, 2023

Summary:

Performs accounting and administrative clerical duties to support the financial operations of the school or department.

Typical Qualifications and Skills:

- Grade 12
- Accounting training (equivalent to one year of formal post secondary education)
- One year experience in accounting, bookkeeping and office administration

Job Descriptions may be viewed on our website at: cmsd.bc.ca/support-staff-postings/support-staff-job-descriptions

THE BOARD SHALL CONSIDER APPLICANTS IN THE FOLLOWING ORDER:

1. Internal applicants with CUPE Local 2052 regular seniority
2. Casual and Temporary Internal applicants with CUPE Local 2052 secondary seniority
3. Casual Employees without seniority and outside applicants

Applications must be made in writing to:

Human Resources

Email: hr@cmsd.bc.ca

All applicants must comply with the Criminal Records Review Act

This position is employed on dates that students attend regular classes. Employees who do not meet the required qualifications may only hold the position on a temporary basis in accordance with Article 10.03

Learning Together, Realizing Success for All – Engage, Ignite, Empower