



# 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: SS2324 - 112

June 14, 2024

## Administrative Assistant 2 Kitimat City High School

Coast Mountains School District 82 gives thanks, and acknowledges with respect, that the lands on which we live, work, learn and play are the traditional territories of the Gitxsan, Haisla, Nisga'a and Tsimshian Peoples

<b>Closing Date:</b>	June 28, 2024 at 4:00 p.m.	<b>Hours:</b>	25 hours per week
<b>Wage:</b>	\$31.46 per hour	<b>Term:</b>	Continuing (September to June with some summer work required)
<b>Allowances:</b>	Not applicable	<b>Start Date:</b>	

### Summary

Oversees and coordinates the work of administrative support staff. Performs administrative, secretarial, basic accounting, reception and clerical services within a school or district office.

### Typical Qualifications and Skills

- Grade 12
- Office administration program (equivalent to one year of post secondary education)
- Two years office administration experience

**Job Descriptions** may be viewed on our website at: [cmsd.bc.ca/support-staff-postings/support-staff-job-descriptions](http://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](mailto: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*