



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 - 186

REVISED

December 17, 2024

Administrative Assistant 1 Mount Elizabeth Middle/Secondary 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 Gitksan, Haisla, Nisga'a and Tsimshian Peoples.

Closing Date:	December 30, 2024 at 4:00 p.m.	Hours:	28.5 hours per week
Wage:	\$30.83 per hour	Term:	Continuing (September to June with some summer work required)
Allowances:	Not applicable	Start Date:	January 2025

Summary

Performs administrative, secretarial, basic accounting and cashiering, reception and clerical services in a confidential environment 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

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