



RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

Requires

ADMINISTRATIVE ASSISTANT Summer Student

LOCATION:	Administration Office
TYPE OF POSITION:	Summer Employment 2019 – Temporary
DATE REQUIRED:	<i>July 3, 2019 – August 30, 2019</i>
HOURS:	4 days/week – Monday to Thursday
SALARY RANGE:	<i>\$15.28/hour</i>
JOB SUMMARY:	Under the supervision of the Plant Manager, the summer student will provide general administrative assistance to the Human Resources, Business Services Transportation Services and the Plant Department, as well as relieve other Board staff as required, i.e., switchboard coverage, etc.

QUALIFICATIONS:

1. College or university student currently enrolled in Post-Secondary education
2. Self-motivated, critical thinking team player with excellent organizational and inter-personal skills;
3. Previous office work experience.

CLOSING:

All interested applicants must submit a cover letter with an updated resume including details of qualifications, experience, and references, accompanied by verification of the post-secondary institution and course(s) in which they are currently enrolled, **no later than 9:00 a.m. on Friday May 31, 2019** to:

Katrina Burgess – Human Resources Staffing Lead

Renfrew County Catholic District School Board

499 Pembroke Street West Pembroke, ON K8A 5P1

Email: kburgess@rccdsb.edu.on.ca

It is imperative that all **NEW** applicants to the Board submit an **ORIGINAL** current, satisfactory Vulnerable Screening Criminal Background Check **prior to commencement of employment**.

We thank all applicants for their interest. However, only those selected for an interview will be contacted.