



## Invites Applications for

### **ON-CALL CASUAL CLERICAL (CONTINUING EDUCATION)**

Coquitlam School District invites applications from individuals for the position of On-Call Casual Clerical for Continuing Education. As the third largest school district in the province, we are located within a 40 minute drive from downtown Vancouver. The school district has a population of 32,000 students with approximately 4,300 teaching, administrative, managerial and support staff.

This on-call, as needed basis, clerical position works in our Continuing Education department and may be required to work at multiple locations and required to be available for both day and evening shifts.

The successful applicant must have a strong ability to multi-task and interact with students, parents, teachers, support staff and administrators.

Applicants must be able to type a **minimum of 50 wpm**. A strong secretarial background is required.

To confirm required skills and ability, shortlisted applicants will undergo extensive testing in the following areas:

- Aptitude
- Microsoft Office
- Typing

*Preference will be given to those candidates successful in all of the above areas.*

We offer \$26.09 per hour plus 16% in lieu of benefits.

To apply, please click on the following link and create a user account/profile:

<https://ejp.sd43.bc.ca/postings/Account/Login>

Once you have completed your profile, you will have access to the job postings. Please attach a cover letter, resume and credentials under the document tab.

*Successful applicants will be required to obtain a clear criminal record review prior to confirmation of hiring. We appreciate your interest but regret that only those candidates selected for testing will be contacted.*

"The deliberations of employees, and Committees used to screen and consider job applications, shall be kept in strict confidence, and shall not be disclosed to any person except as required by law. Personal references, recommendations and evaluations collected or generated by Board employees and Committee members as part of the Board's hiring processes (other than references whose authorship and content is already known to the job applicant) shall be treated as having been supplied in confidence to the Board for the purposes of the *Freedom of Information and Protection of Privacy Act*.