

# **CUPE – INTERNAL**

## **Job Posting No. 23/24-030**

### **Classroom Assistant / Clerical Support (FSJ)**

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Applications will be accepted for the following position until:

**12:00 Noon, Wednesday, August 30, 2023**

Location: Fort St. James Enterprise Centre  
Position: Classroom Assistant / Clerical Support  
Hours of Work: 7 hour per day, 5 days per week  
Rate of Pay: \$29.35 per hour as per the current Collective Agreement  
Duties to Commence: September 5, 2023

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#### **Qualifications:**

- Completion of Grade 12 (Dogwood Certificate)
- Completion of the Applied Business Technology Certificate program or Administrative Assistant Certificate
- BC driver's license - Class 5 Full Privileged and an exemplary driving record/current driver's abstract
- Three years of current relevant office experience, preferably in a school environment
- WHMIS 2015 Certificate and familiarity with WorkSafeBC (WSBC) safety procedures

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#### **Applying for the position:**

- Send an email to [cupejobs@sd91.bc.ca](mailto:cupejobs@sd91.bc.ca).
- Include the posting number and position name in the subject line.
- You will receive an email upon receipt of your application.

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