

# 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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