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## INVITES APPLICATIONS FOR THE FOLLOWING POSITION

<b>Position:</b>	<b>Administrative Secretary – Career Studies Department</b>
Location:	Division Office - Winnipeg
Start Date:	As soon as possible
FTE:	7.25 Hours/Day, 5 Days/Week
Term of Employment:	Term to June 30, 2020 or return of incumbent (with possibility of extension)
Salary:	\$20.59/hour
Unionized/Non-Unionized:	Non-Unionized
<b>Application Deadline:</b>	<b>Friday, January 17, 2020</b>

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Reporting to the Assistant Superintendent – Senior Years and Careers Programs, the incumbent is responsible for providing administrative support and services related to the operation of the Career Studies Department.

### QUALIFICATIONS

- Post-secondary administrative and/or business training from a recognized educational institution or an acceptable combination of training and experience
- Two years administrative experience
- Knowledge of basic accounting
- Proficiency in a variety of computer applications including Word, Excel, Outlook, PowerPoint
- Excellent written and verbal communication skills
- Excellent interpersonal and customer relations skills
- Ability to exercise initiative and judgment in determining work priorities
- Strong research skills and attention to detail
- Strong problem solving and organizational skills
- Ability to work independently and collaboratively with others.

### DUTIES AND RESPONSIBILITIES

- Provides confidential administrative support to the Assistant Superintendent and other Department staff including preparing correspondence and reports
- Maintains department schedule and arranges conference room bookings, meetings, travel, vehicle booking, catering and accommodations
- Ensures all personnel-related forms are completed and submitted to Human Resources
- Completes and submits visa reconciliations
- Processes School Initiated Course applications and maintains School Initiated Course database
- Distributes and processes WebCT applications
- Supports student registration for department activities, i.e., Technical Vocational offerings
- Maintains records for Adult Education and prepares reports for submission to Manitoba Education
- Maintains electronic and hard copy filing systems and departmental resources
- Orders and maintains departmental supplies, as needed
- Requisitions, organizes, maintains and distributes texts and course material for Adult Education centres
- Conducts research as required
- Assists Administrative Secretarial staff with incoming/outgoing Division Office mail, switchboard and reception relief.

Applications should include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

*All applicants are thanked for their interest; however, only applicants selected for an interview will be contacted. By applying, you are consenting that the Division may contact your references. The successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Search) and Child Abuse Registry Check, at their own expense, as a condition of employment. Further information is available at [www.fsdnet.ca](http://www.fsdnet.ca)*

Forward application package to:

Jacqueline Connell, Assistant Superintendent – Senior Years & Career Programs  
Frontier School Division  
30 Speers Road, Winnipeg, MB R2J 1L9  
Fax: (204) 258-2063  
Email: [Jacqueline.CConnell@fsdnet.ca](mailto:Jacqueline.CConnell@fsdnet.ca)

