



CELEBRATE | LEARNING | HISTORY | STORYTELLING

WINNIPEG SCHOOL DIVISION

Winnipeg School Division (WSD) nurtures a welcoming and inclusive culture of people committed to working together to inspire students to reach goals and achieve academic success. WSD is the largest school division in the Province of Manitoba with over 33,000 students and 6,000 employees. To ensure WSD's continued success as a leader in education and innovation, we're committed to finding and developing the right people to join our team.

Substitute Clerical Positions 2021-2022 School Year

Winnipeg School Division is seeking applications from experienced administrative/office professionals to lead the day-to-day responsibilities of a demanding office. This vital role will engage and support students, staff and families, follow the daily routines, meet deadlines and ensure the office is functioning smoothly.

This is casual employment for the 2021-2022 school year, at various locations throughout Winnipeg School Division to meet our staffing needs. As a benefit to working as a Substitute Clerical staff member, you will have the opportunity to apply to our internal job postings which may lead you to securing part-time, full-time or term employment.

Qualifications:

- 2+ years of experience leading the day-to-day clerical/administrative functions within an organization
- Proficient at an intermediate level in Microsoft Office Word and Excel
- 45 wpm accurate keyboarding skills
- Completion of an Office/Administrative/Business Certificate or Diploma is preferred
- Excellent oral and written English language skills

****Applicants who are shortlisted will be invited to complete testing in keyboarding, Microsoft Word and Excel.****

Winnipeg School Division has an Employment Equity policy which strives towards a fair representation of Women, Indigenous people, persons living with a disability and minorities at all levels within the organization. Winnipeg School Division will provide reasonable accommodations to applicants disabled by barriers during the interview and assessment process, upon request.