



ON-CALL CLERICAL SUPPORT (SPAREBOARD)

The Greater Victoria School District has an entry opportunity for people with an expertise in office administration and wishing to start a career in our schools and District Departments. If you are available Monday-Friday between 8:00 AM and 3:30 PM then this may be the opportunity to make your knowledge and expertise count. On an as-needed basis you may work Monday through Friday for 16 to 35 hours but not on major holidays, Christmas, Spring Break or during the summer months. It could be a perfect fit for you.

As part of our administrative spare board, you may be called to replace a Secretary Administrative Assistant, Clerk Typist or School Assistant. (All of our jobs are described on our website). Greeting parents and students, directing incoming calls, preparing documents, spreadsheets and newsletters, supervising students, and processing monies for projects and expenses for on-going operations, are some of the myriad duties that keep a school running. Starting on our spareboard will allow you to gain experience in any of our 45 schools and can lead to continuing employment when you are ready.

This position falls within the CUPE Collective Agreement at a pay rate of \$19.56 per hour (subject to change) plus 11% in lieu of benefits. The hours and location of work will vary with the assignment.

This position requires individuals to have 50+ WPM or data entry equivalency; completion of an office administration certificate and basic bookkeeping skills. Applicants must have sound clerical/office skills, proficiency in Microsoft Office, ability to work independently with minimal supervision, be willing to adapt to a changing work environment and be comfortable with face to face communication with the general public.

For a detailed job description, [click here](#).

Please submit external application, letter of introduction, résumé and references to:

Human Resource Services
Greater Victoria School District #61
556 Boleskine Road, Victoria, B.C. V8Z 1E8
or
Fax: 250-475-4113 / Email: hrrs@sd61.bc.ca

Deadline for submission: **Sunday, January 31st, 2016**

Please note: The District thanks all applicants but only those selected for an interview will be contacted.