

# Administrative Assistant

Learning Technologies

COMP-22/029 Application Form

C.U.P.E. 2357 (12 month, Level 5)

**Under the direction of the Coordinators and Manager of Learning Technologies, the Administrative Assistant:**

- liaises with all Board personnel to ensure proper direction of client requests and inquiries;
- works with budgets, planning documents and spreadsheets, and inventories;
- performs clerical and administrative functions; and
- performs other duties, as assigned by the supervisor.

**Required Qualifications, Experience, Knowledge and Skills:**

- secondary school diploma;
- a degree or diploma in a related field and 2 years of relevant work experience;
- proficiency with a variety of office software including Google Sheets, Docs and Slides;
- initiative and organizational skills;
- excellent interpersonal skills including tact, diplomacy and discretion;
- strong writing and editing skills; and
- ability to work independently or as part of a team.

This is a permanent, full-time, twelve (12) month position with an annual salary range of \$50,159 – \$54,454. A comprehensive employee benefits package is also provided.

The effective date is approximately May 2, 2022.

**How to apply:** Applicants are required to complete the application form beside the job number and attach a cover letter and resume in pdf format, by **5:00 pm on April 7, 2022**.

**Interviews:** We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted. If selected for an interview, you will receive an email including the interview date/time, location and process details. Incomplete applications will not be considered.

The OCSB adheres to equitable hiring, employment and promotion practices and is committed to an inclusive workforce that reflects the diversity of our students. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, people from gender diverse communities and/or people with intersectional identities, as well as others who may contribute to the further diversification of ideas.

The Ottawa Catholic School Board acknowledges that the land on which our schools are located is the traditional unceded territory of the Algonquin Anishnabek Peoples. We extend our respect to all First Nations, Inuit and Métis Peoples for their valuable past and present contributions to this land.

Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if you require accommodations at any time throughout the application process, please contact Cindy Spiers in the Human Resources Department via email at [cindy.spiers@ocsb.ca](mailto:cindy.spiers@ocsb.ca) prior to the posting closing date so appropriate arrangements can be made.



Catholic Education Centre  
Human Resources Department  
570 West Hunt Club Road  
Nepean, Ontario K2G 3R4