

Administrative Assistant

Leading & Learning

COMP-21/387 Application Form

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

Under the direction of the Superintendent in the Leading and Learning Department, the Administrative Assistant:

- performs administrative duties for the department;
- assists with the support of Leading and Learning initiatives;
- maintains office records and budgets;
- coordinates events;
- assists in the coordination of materials and resources to help support the department;
- performs other duties as assigned by the supervisor.

Required Qualifications, Experience, Knowledge and Skills:

- Secondary School Diploma;
- two years of related experience;
- ability to work under pressure and meet deadlines;
- experience with Google applications and Sparkrock;
- demonstrated attention to detail;
- excellent interpersonal, organizational and communication skills;
- professionalism, flexibility, discretion and tact.

The approximate start date is January 3, 2022.

This is a permanent full-time position with a salary range of \$50,159 - \$54,454. A comprehensive benefits package is also provided.

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 December 3, 2021**.

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 prior to the posting closing date so appropriate arrangements can be made.



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Human Resources Department
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