



Applications are being accepted for the position of:

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| District Resource and Library Assistant |
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Education – the applicant must have completed:

- Grade 12 Diploma or the equivalent
- Supplemented by successful completion of a library technician program of a duration of 2 academic years or equivalent

Skills:

- Intermediate computer skills

Experience:

- Experience in an educational setting for a period of greater than 6 months

Other:

- Be able to follow established methods and procedures but exercise independent judgment when necessary
- Show tact and courtesy in dealing with people in the course of his/her duties
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties
- Be physically able to lift and move items exceeding 10kg.

This is a unionized position. Job description #57 is available at sd79.bc.ca.

Please forward completed resumes including official transcripts, Grade 12 or equivalent certificate and a covering letter indicating how you believe you meet our qualifications, and three work references with permission to contact. Please submit electronic applications as one PDF.

Applications will be accepted on an ongoing basis until filled and can be dropped off at the School Board Office, emailed or faxed to:

Jenny Christenson, Human Resources Executive Assistant
School District No. 79 (Cowichan Valley)
2557 Beverly Street, Duncan, BC V9L 2X3
Email: jchristenson@sd79.bc.ca Fax: 250-748-6591

Thank you for your interest in this position. Only those selected for an interview will be contacted.