



COWICHAN VALLEY
School District

CUPE CLERICAL POSTINGS

TO: ALL CUPE MEMBERS
FROM: Vanessa A. Lysne, Human Resources Manager
DATE: Wednesday, June 15, 2022

The following **TEMPORARY** position is available:

| | | |
|------------------------|-----------|--|
| COMPETITION: #1 | Site: | QUAMICHAN SCHOOL |
| SECRETARY 3 | Job: | Job Description #40 – Pay Level 12 |
| POSITION: QUAM-1 | Schedule: | 35 hours per week (8:00am-3:30pm) – 10 months |
| | Term: | Effective August 15, 2022 to Friday, June 30, 2023 or return of the incumbent, whichever occurs first. |

APPLICATIONS MUST BE RECEIVED AT THE SCHOOL BOARD OFFICE
BY **10:00AM**, WEDNESDAY, JUNE 22, 2022.

Application forms are available on the School District Website (www.sd79.bc.ca). All forms must be completed in full. Submit applications to the School Board Office Receptionist by email: sboreceptionist@sd79.bc.ca, please confirm it has been received. If you have any difficulty, please contact Ashley at hrcupeusw@sd79.bc.ca or leave a voicemail at 250-748-0321ext. 279.

Vanessa A. Lysne
Human Resources Manager