



**COWICHAN VALLEY**  
School District

**CUPE CLERICAL POSTINGS**

**AMENDMENT**

**TO:** ALL CUPE MEMBERS  
**FROM:** Vanessa A. Lysne, Human Resources Manager  
**DATE:** Tuesday, September 6, 2022.

**Additional Posting:**

The following **TEMPORARY** position is available:

**COMPETITION: #10**  
**SECRETARY**  
**POSITION: CSS-8**

**Site:** COWICHAN SECONDARY – International Student Program  
**Job:** Job Description #61 – Pay Level 10  
**Schedule:** 20 hours per week (10:00am-2:00pm) – 10 months  
**Term:** Effective September 19, 2022 to March 10, 2023, or return of the incumbent, whichever occurs first.  
**Note:** Possibility of occasional extra hours during busy times of year.

**APPLICATIONS MUST BE RECEIVED AT THE SCHOOL BOARD OFFICE  
BY 10:00AM, TUESDAY, SEPTEMBER 13, 2022.**

Application forms are available on the School District Website ([www.sd79.bc.ca](http://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](mailto:sboreceptionist@sd79.bc.ca), please confirm it has been received. If you have any difficulty, please contact Ashley at [hrcupeusw@sd79.bc.ca](mailto:hrcupeusw@sd79.bc.ca) or leave a voicemail at 250-748-0321 ext. 279.

Vanessa A. Lysne  
Human Resources Manager