



COWICHAN VALLEY
School District

CUPE CLERICAL POSTINGS

TO: ALL CUPE MEMBERS
FROM: Vanessa A. Lysne, Human Resources Manager
DATE: Thursday, October 13, 2022.

The following TEMPORARY positions are available:

COMPETITION: #1 Site: **COWICHAN SECONDARY SCHOOL**
SECRETARY I Job: Job Description #27 – Pay Level 7
POSITION# CSS-7 Schedule: 30 hours per week (8:30am-3:30pm) – 10 months
Term: Effective October 24, 2022 to Friday, June 30, 2023 or return of the incumbent, whichever occurs first.

COMPETITION: #2 Site: **COWICHAN SECONDARY – International Student Program**
SECRETARY Job: Job Description #61 – Pay Level 10
POSITION: CSS-8 Schedule: 20 hours per week (10:00am-2:00pm) – 10 months
Term: Effective October 24, 2022 to March 10, 2023, or return of the incumbent, whichever occurs first.
Note: Possibility of occasional extra hours during busy times of year.

COMPETITION: #3 Site: **COWICHAN SECONDARY SCHOOL**
LIBRARY ASSISTANT Job: Job Description #15 – Pay Level 9
POSITION# CSS-2 Schedule: 20 hours per week (9:00am-1:00pm) – 10 months
Term: Effective October 24, 2022 to Friday, June 30, 2023 or return of the incumbent, whichever occurs first.

COMPETITION: #4 Site: **QUAMICHAN SCHOOL**
SECRETARY I Job: Job Description #27 – Pay Level 7
POSITION: QUAM-3 Schedule: 35 hours per week (8:30am – 4:00pm) – 10 months
Term: Effective October 24, 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, THURSDAY, OCTOBER 20, 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 250-748-0321 ext. 279.



Vanessa A. Lysne
Human Resources Manager