



COWICHAN VALLEY

School District

CUPE CLERICAL POSTINGS

TO: ALL CUPE MEMBERS
FROM: Vanessa A. Lysne, Human Resources Manager
DATE: Tuesday, November 22, 2022.

The following TEMPORARY positions are available:

COMPETITION: #1
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 December 5, 2022 to March 21, 2023, or return of the incumbent, whichever occurs first.
Note: Possibility of occasional extra hours during busy times of year.

COMPETITION: #2
SECRETARY II
POSITION: AAK-1

Site: **ALEX AITKEN ELEMENTARY**
Job: Job Description #39 – Pay Level 12
Schedule: 35 hours per week (7:45am-3:15pm) – 10 months
Term: Effective December 5, 2022 to June 30, 2023, or return of the incumbent, whichever occurs first.

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

**APPLICATIONS MUST BE RECEIVED AT THE SCHOOL BOARD OFFICE
BY 10:00AM, TUESDAY, NOVEMBER 29, 2022.**

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.