



One (1) Secondary School Secretary
A.N. Myer Secondary School
35 Hours per week /10 month position
\$20.58 – \$23.11 per hour
Deadline for submission is 4:00 p.m. on October 29, 2021

The successful applicant to this position will provide full-time administrative support in the office, maintaining professionalism and confidentiality. The function of this position is to perform a variety of administrative, clerical and word processing duties in a secondary school setting. The main focus will be Guidance, and other duties as assigned.

The work involves working extensively with computer software programs as well as interacting with school stakeholders. Experience must include demonstrated ability to efficiently use Microsoft Word, Aspen, EasyConnect, NAV, Payroll processes, Excel and other current Administrative software used by the Board and a general knowledge of office procedures and school curriculum programs. A knowledge of Desktop Publishing (or similar software) is also required. The successful applicant must also be able to serve as backup for the Administrative Secretary as well as other Secretarial staff when required and must be able to demonstrate proficiency in Guidance-related secretarial functions.

Skills, Qualifications and Education Requirements

Applicants must have Grade 12 education (a minimum one-year College diploma in Office Administration is preferred), including or supplemented by courses in word processing (min. 60 words per minute). Applicants must have the equivalent of ten (10) working months of clerical/secretarial experience in a school or DSBN clerical setting within the past two (2) years, which demonstrates proficiency in the functions described above.

This is a half-time unionized position within the DSBN's Office, Clerical, Technical and Instructional Support employee group which includes a competitive wage and a comprehensive benefits package. To apply, email a cover letter and resume (as one attachment) to careers@dsbn.org using "A.N. Myer-Secretary Vacancy" as your e-mail subject line before 4:00pm on Friday, October 9, 2021. We thank all the candidates for their interest, however, only those selected for an interview will be contacted.

The District School Board of Niagara is committed to equity and inclusion in the recruitment and hiring of its employees, who reflect the diversity of our community and students we serve. We encourage and



careers@dsbn.org
www.dsbn.org



191 Carlton Street
St. Catharines, ON L2R 7P4



905-641-1550



welcome submissions from candidates from diverse backgrounds to build a supportive and inclusive workplace. DSBN welcomes applications from: Indigenous peoples, members of visible minorities, women, persons with visible and non-visible disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. The DSBN is committed to “Achieving Success Together” and recognizes that increasing the diversity of its workforce supports this objective.

Your participation in responding to the DSBN Confidential DSBN Self-Identification Survey would be of assistance. Your participation in responding to these questions is voluntary and is not required to be considered for an interview. If you wish to participate in the survey, please click on the following link:

[VOLUNTARY SELF-IDENTIFICATION SURVEY](#)

DSBN will make interview and employment accommodations during the selection process, based on any of the human rights protected grounds. Please notify us in advance and we will work with you to meet your needs. Applicants are thanked for making known their interest in working for the District School Board of Niagara. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.

Land Acknowledgement

The land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish with One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Métis, and Inuit peoples acknowledging this reminds us that our great standard of living is directly related to the resources and friendship of Indigenous people.