



PART-TIME SCHOOL ADMINISTRATIVE ASSISTANT

We are seeking to hire a part time, **French Bilingual**, responsible, highly communicative, and strong clerical School Administrative Assistant. The start date will be August 19, 2024, with additional training dates in June to be determined once a suitable candidate is found. This position is 15 hours per week, Monday-Friday 9 am-12PM. This position includes frequent interactions with students, parents and school staff. Candidates must have the ability to work independently and perform assigned tasks as directed by the Principal.

Responsibilities include:

- Provide support to parents, students and administrative staff in a pleasant and professional manner
- Administrative duties, including but not limited to, data entry, answering phones, filing, fiscal tasks, etc.
- Ensure and support the integrity of data management system in areas of enrollment and student records
- Protect confidentiality of records and information gained as part of exercising professional duties
- Implement school management processes and procedures as directed by Administration
- Assist with the organization of school events, meetings, and special events
- Handle incoming and outgoing correspondence, including emails, letters, and packages
- Collaborate with teachers, parents, and other stakeholders to facilitate communication and resolve administrative issues effectively.

Experience & Qualifications include:

- Excellent communication skills (written and verbal)
- Ability to perform office administration and financial procedures
- High attention to detail
- Ability to work with frequent interruptions
- Desire and ability to take initiative
- Strong computer skills with proficiency in Microsoft and Google applications
- Work experience with data management systems (experience with MySchoolSask database considered an asset)
- Strong organizational skills and attention to detail, with the ability to multitask and prioritize tasks efficiently
- Ability to maintain confidentiality and handle sensitive information with discretion
- Flexibility to adapt to changing priorities

Benefits:

- Enjoy numerous holidays aligning with your school aged children
- Comprehensive benefits package, including health insurance, employee family assistance plan, matched pension plan etc.
- Professional development opportunities to enhance skills and advance career goals
- Collaborative and supportive work environment committed to promoting excellence in education

Please forward resumé with experience, qualifications, and references to the undersigned. A satisfactory RCMP Criminal Record / Vulnerable Sector check is a condition of employment. Applications will be considered until May 22, 2024 at 12:00 pm.

Mrs. Melanie Stelmaschuk
Chief Financial Officer
Lloydminster Catholic School Division
6611B – 39 Street
Lloydminster, AB T9V 2Z4

For questions please email: mstelmaschuk@lcsd.ca

submit your Resume please email: lcsd_careers@lcsd.ca

