

Job Posting: Posting Detail

**Posting:** S18004

**Description:** Student Records Clerk

**Start Date:** 20-Aug-2018

**End Date:**

**Closing Date:** 19-Apr-2018

Position	Location	Category	Assignment Type	Hours	Rate of Pay
Student Records Clerk	<a href="#">Wellington Secondary</a>		Continuing Posting Type	35.0000	24.6800

- **Hours: 35** per week for up to the equivalent number of days represented by 45.2 weeks, to be worked commencing 10 working days prior to school opening in September and ending 10 working days after the school closes in June.
- **Wage Rate:** Level **9** as per the Classification and Wages Schedule of the current Collective Agreement.
- **Hours of Work:** To be arranged with **Supervisor**.
- **Probationary/Trial Period:** When applicable, there will be a three (3) month probationary/trial period.

Please refer to the Job Description on the SD website:

[http://www.sd68.bc.ca/edocuments/Human\\_Resources/support\\_/jobdescriptions\\_/default.htm](http://www.sd68.bc.ca/edocuments/Human_Resources/support_/jobdescriptions_/default.htm)

**APPLICANTS - PLEASE NOTE: It is YOUR responsibility to:**

- Ensure that all relevant information that you wish to be considered (e.g. resume, letters of reference, current proof of keyboarding skills, etc.) is emailed to [HRSUPPORT@SD68.BC.CA](mailto:HRSUPPORT@SD68.BC.CA) or dropped off at DAC prior to posting closing date.
- Ensure you have received an electronic confirmation number if applying ON-LINE.
- Ensure that your application form HR-APP-002 (available on-line) is received and date-stamped by Human Resources Department, if submitting a hard copy.
- Submit a separate application form for EACH posting and note the posting number.

**Testing may be required in order to determine that an applicant meets the posted qualifications.**

**Only applicants appointed will be individually notified of posting results.**

**The name of the successful applicant will be published on the Competitions Results notice.**

**This is an internal posting available only to members of CUPE Local 606.**