

Job Posting: Posting Detail

Posting: S19089 **Description:** Admin Asst Learning Services
Start Date: 09-Dec-2019 **End Date:** 03-Jul-2020
Closing Date: 06-Dec-2019

Position	Location	Category	Assignment Type	Hours	Rate of Pay
Admin Asst Learning Services	Learning Services Secondary	Deputy Superintendent	Temporary	35.0000	27.2600

- **Hours: 35 per week** on a 12 month basis.
- **Additional Info:** This is a Temporary position to July 3, 2020, or return of incumbent.
- **Wage Rate:** Level 11 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
- **Additional Info:** Qualifications require a two year diploma in Business Administration or Business Management from a recognized post-secondary institution, including courses in basic accounting or an equivalent combination of experience and training, and a minimum of three years experience in a senior assistant position. Advanced Clerical Testing will be required.

Regular Employees Please Note: As per Article 16.09 of the CUPE Local 606 Collective Agreement "Providing they are qualified, regular employees may be temporarily appointed with their consent, to a position for a specified term not to exceed (8) continuous months. Upon completion of the temporary assignment the employee shall return to his/her regular position with no loss of seniority. In making temporary appointments the senior qualified employee will be selected on the basis of the skill, knowledge and ability required for the position.

NOTE: Only Regular employees are eligible to apply for Temporary Postings.