

Posting Date: June 19, 2024



Island Catholic Schools
Invites applications for:

**One (1) Administrative Assistant at
St. Joseph's School in Victoria**
7.5 hours per day, Mon – Fri
Start date: August 19, 2024
Salary: \$26.36 - \$29.98 per hour
Application deadline: June 25, 2024

Administrative support is required for a KG to Grade 7 Catholic school (approximately 370 students). Preference will be given to candidates with the following qualifications and skills:

- Commitment to Catholic Education
- Commitment to fully embrace involvement in the life of the school
- Ability to assist in providing a safe and positive environment for students
- Successful administrative assistant experience in a school setting
- Knowledge and competency with all aspects of Microsoft Office
- Working knowledge of basic accounting skills
- Knowledge and competency with student data management systems (MyEd an asset)
- Marketing abilities an asset
- Good command of written and spoken English
- Ability to work well with children, parents, colleagues and administration
- Ability to be confidential and to use discretion when dealing with confidential matters
- Excellent communication and interpersonal skills
- Excellent time management and organizational skills
- Welcoming, professional, courteous, loyal, discrete and self-motivated
- Basic First Aid and CPR training (an asset)

Please provide:

- Cover letter and resume
- Support Staff Application Form
- Photocopy of certificate and/or transcripts
- Evaluation report from recent employer
- Photocopy of marriage certificate (if applicable)
- If Catholic, please submit Pastor Reference Form and photocopy of Baptismal Certificate

Support Staff Application Form and Pastor Reference Form available on website:

<http://cisdv.bc.ca/employment-opportunities.php>

Only short-listed applicants will be contacted.

For further information, contact:

Mr. Keefer Pollard, Principal, St. Joseph's School
Email: kpollard@cisdv.bc.ca Phone: 250-479-1232

Applications should be forwarded to:

Island Catholic Schools Office
#1-4044 Nelthorpe Street, Victoria, BC V8X 2A1
Email: schools@cisdv.bc.ca