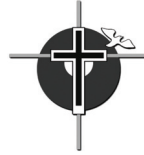


**OPPORTUNITY**

**CATHOLIC DISTRICT SCHOOL BOARD  
OF EASTERN ONTARIO**



**CUPE #1292 – SL2010**

***position: SECRETARY (1.0) PERMANENT***

***location: Mother Teresa, Russell***

***hours of work: 35.00 hours per week (10 months)***

***salary: \$21.22 per hour***

***effective: Immediately***

**Please Note:**

Secretarial assignments are based upon student enrolment and are therefore subject to review at the commencement of the school year. Please refer to the attached job description for further information.

**Minimum requirements:**

- Secondary School Diploma and one (1) year experience
- Experience with Maplewood, Attendance and Scheduling, Microsoft Word, MS Works 2000, MS Works Database & Spreadsheets, Excel, E-mail and Internet experience.
- Please refer to the attached for additional requirements to the position.

*Send application and curriculum vitae no later than*

**March 12, 2010 to:**

*Barb Renaud*

***Coordinator of Employee Services***

*fax #: (613) 258-3610*

*e-mail: hr@cdsbeo.on.ca*