

**OPEN**

Posted: June 10, 2019 at 2:30 p.m.

**CATHOLIC DISTRICT SCHOOL BOARD  
OF EASTERN ONTARIO**



**CUPE #2774 – SL2019**

**position: SECRETARY – Permanent**

**location: Mother Teresa, Russell**

**hours of work: 17.5 hours per week  
(10-month)**

**salary: \$23.66 per hour**

**effective: August 26, 2019**

**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 relevant post secondary diploma.
- Experience with Maplewood Attendance and Scheduling and the School Banking program.
- Two (2) years secretarial experience with proficiency in various computer applications such as Microsoft Word, Excel, E-mail and Internet experience.

*Send application and curriculum vitae no later than*

**June 17, 2019 by 4:30 to:**

**Barb Renaud**

**Coordinator of Employee Services**

**fax: (613) 258-3610**

**e-mail: [hr@cdsbeo.on.ca](mailto:hr@cdsbeo.on.ca)**

**CDSBEO IS COMMITTED TO PROVIDING AN INCLUSIVE, ACCESSIBLE AND BARRIER-FREE WORKPLACE.  
IF YOU WILL REQUIRE AN ACCOMMODATION DURING THE JOB SELECTION PROCESS,  
PLEASE LET US KNOW AND WE WILL WORK TO MEET YOUR NEEDS.**

**Todd Lalonde  
Chair of the Board**

**John Cameron  
Director of Education**