

## **Posting #3137668**

### **TEMPORARY – CASUAL SECRETARIAL and CLERICAL SUPPPORT STAFF (THR's)**

The Waterloo Region District School Board is accepting applications on an on-going basis for Temporary/Casual Secretarial/Clerical Support Staff. The assignments may be located at any of the schools in our region and at the Education Centre and require flexible availability.

Successful candidates will be contacted and will undergo secretarial skills testing and an interview process.

**Wage Rate:** \$16.96 per hour

#### ***Applicants must have:***

- A Secondary School Graduation Diploma or equivalent education
- Working knowledge of Microsoft Office products including Word, Excel in a Windows XP computer environment
- Working knowledge of GSuite
- Excellent interpersonal skills
- Ability to work collaboratively as a member of a team
- Effective written and oral communication skills
- Willingness to acquire skills in Board specific programs e.g. Trillium
- 2-5 years of recent working experience in an office environment
- Availability to accept assignments on a casual basis during the day and with short notice
- Preference will be given to applicants with prior secretarial experience in an educational setting

#### ***Experience in the following areas would be an asset:***

- Customer service
- Library
- Reception/Switchboard
- Accounts Payable/Receivable or Payroll (accompanied by secretarial experience)

**\*\* A suitable Vulnerable Sector Criminal Reference Check is a requirement of the job and is REQUIRED to attend the THR Orientation. Please note Criminal Reference Checks may take several weeks to obtain from point of request\*\***

*Applications are accepted on an ongoing basis. We thank all applicants for their interest but regret that **only successful candidates will be contacted**. Please note that applications are kept on file for 6 months. No phone calls please.*

***Candidates are asked to submit a covering letter and resume via email to Laurie Pett at [ess\\_resumes@wrdsb.ca](mailto:ess_resumes@wrdsb.ca) quoting "posting #3137668 – THR" in the title of the email.***

*Recognizing the significant impact that COVID-19 is having on our world and our ways of doing business, the Board recognizes that the recruitment/selection process may need to be modified to ensure individual and community safety. We are all working through what is an unprecedented time for our schools and our communities. To that end, the Board will be engaging in a different method of interviewing candidates for vacancies. This may include but is not limited to a Google Hangout video-conference interview. Hiring Teams will provide further information to candidates upon request for an interview.*

The Waterloo Region District School Board is committed to equity in employment. We are committed to fair and equitable hiring practices that allow us to hire qualified staff who reflect the diversity of the community we serve, who will foster the success and well-being of our students and who demonstrate a commitment to equity and inclusion in the classroom.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- persons with visible and/or invisible (physical and/or mental) disabilities;
- persons who identify as women; and
- persons of marginalized sexual orientations, gender identities, and gender expressions.

We will make any appropriate accommodation based on any of the human rights protected grounds, to support candidate participation in the hiring process.