



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

JOB POSTING 114-16-17-STUDENTS

- LOCATION:** Board Office – Napanee
- TYPE OF POSITION:** 1 Student position – Human Resources
1 Student position – Student Services
- HOURS:** May 1, 2017 to August 26, 2017 (excluding two week shutdown)
Hours of Work: 7 hours per day, 5 days per week, 35 hours per week
Summer Hours – July 3, 2017 – August 25, 2017
Hours of Work – 8 hours per day, 4 days per week, 32 hours per week
- GRADE/SALARY RANGE:** \$11.40 per hour
- QUALIFICATIONS:** Qualified applicants will be post-secondary students enrolled full time in a Canadian college or university and must be returning to school on a full time basis for the next academic school year. Successful candidates will have:
Human Resources Position: 2nd or 3rd year returning business student enrolled in a Human Resources Program. Experience working in an office environment, preferably in an HR role. The student will support work on special projects such as new hire orientation program, job evaluation and job description updating.
Student Services: Student enrolled in an Office Administration/Business program. Experience working in an office environment. All Applicants will be proficient in keyboarding, computer and word processing skills, particularly in the Windows system environment, using programs such as Microsoft applications. The student should have a good knowledge of basic office procedures, excellent interpersonal, communication skills, and proven ability to gather and compile data accurately and effectively.
- CLOSING DATE:** Only applications received by **April 20, 2016 by 4:00pm** will be considered. Applicants must submit a cover letter with an updated resume including details of qualifications and experience. Please quote the posting/reference number on your cover letter. Send your package to: Christine Farrell
Staffing Officer (Non-Teaching), Human Resources
farrell@alcdsb.on.ca
(mailing address below)
- NOTES:** As a condition of employment, the successful candidate must provide an acceptable Criminal Background Check (CBC) (current within 6 months of date of hire).
April 11, 2017
- John Brisbois
Chair of the Board
- Jody DiRocco
Director of Education