



# Position Advertisement

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## POSITION

**Job Title:** **School Administrative Assistant**  
**Job Advertisement #:** 2024EMMS015  
**Job Type:** Full-Time (up to 7 hours per day)  
**Contract:** 10.5 Month; Continued  
**Location:** École Morden Middle School  
**Employment Dates:** April 15, 2024 (or as soon as the successful candidate is available)  
**Salary:** \$19.00 - \$23.10/hr, depending on qualifications  
**Closing Date:** Application review will begin March 29, 2024 and continue until the position is filled

## DESCRIPTION

École Morden Middle School is looking for a friendly and energetic, mature, and responsible individual with excellent communication and interpersonal skills to fill a **School Administrative Assistant** position.

Functioning as the front-line public face of our school in dealing with students, staff, parents, and community members, the successful candidate will be responsible for assisting in facilitating communication within the school and helping students and staff members meet their needs. As such, s/he must have the ability to work as part of a collaborative team and individually, demonstrate excellent interpersonal skills, present themselves professionally, and be respectful, diligent, and ethical in carrying out his/her duties as assigned. As the School Administrative Assistant, the successful candidate will possess related experience working as an administrative assistant, performing clerical duties, including basic accounting, within a fast-paced, multi-tasking environment. The School Administrative Assistant will use PowerSchool and other software programs regularly. Experience with a variety of software applications or the proven ability to adapt to new programs is a strong asset. Proficiency with Microsoft Office (Word, Excel, and Outlook) is required. The ability to read, write, and speak French is considered an asset and highly desirable.

A condition of employment with the Western School Division is a satisfactory Criminal Record Check, Vulnerable Sector Search, Child Abuse Registry Check and an agreement by the applicant to disclose criminal record and/or Abuse Registry record information to the Division. The successful candidate will be responsible for any service charges incurred. Persons must present this information prior to their first day of work.

The Western School Division is committed to providing an inclusive and barrier-free work environment to all applicants starting with the hiring process. Should you be contacted for the interview, please advise the Division if any restrictions require accommodation. All information received regarding the accommodation will be kept confidential.

## HOW TO APPLY

Please visit our website at [www.westernsd.mb.ca](http://www.westernsd.mb.ca), complete the [Employment Application Form – Non-Teaching](#), and submit it to:

Western School Division  
Attn.: Human Resources, Job Advertisement # 2024EMMS015  
Unit 4-75 Thornhill Street  
Morden, Manitoba R6M 1P2  
Fax: 204.822.4262  
Email: [hr@westernsd.mb.ca](mailto:hr@westernsd.mb.ca)

*Additional information about the Division and its schools is available online at [www.westernsd.mb.ca](http://www.westernsd.mb.ca), Schools tab.*

*We thank all for applying but only those selected for further consideration will be contacted.*