

Position Advertisement

POSITION

Job Title: **School Administrative Assistant**

Job Advertisement #: 2026MCI007

Job Type: Part-Time; 3 hours/day, 5 days per week (8:00am – 11:00am)

Contract: 10.5 Month; Permanent

Location: Morden Collegiate Institute

Start Date: As soon as possible

Salary: \$20.82 – \$25.04 per hour, depending on qualifications

Closing Date: Application review will begin immediately and continue until the position is filled

DESCRIPTION

Morden Collegiate Institute is looking for a friendly and energetic, mature, and responsible individual with excellent communication and interpersonal skills to fill a part-time **School Administrative Assistant** position.

The School Administrative Assistant functions as the front-line public face of our school in dealing with students, staff, parents, and community members within a fast-paced, multi-tasking environment. The successful candidate will be responsible for assisting in facilitating communication within the school and helping students and staff members meet their needs. They will possess related experience working as an administrative assistant, performing clerical duties, including basic accounting. They 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 their duties as assigned. 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.

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

Interested candidates **must** submit an application form with their resume and cover letter. **Incomplete application packages can be rejected and not given further consideration.** Please visit our website at www.westernsd.mb.ca, complete the [Employment Application Form – Non-Teaching](http://www.westernsd.mb.ca/employment-application-form-non-teaching) and submit to:

Western School Division
Attn.: Human Resources, Job Advertisement # 2026MCI007
Unit 4-75 Thornhill Street
Morden, Manitoba R6M 1P2
Email: hr@westernsd.mb.ca

Additional information about the Division and its schools is available online at www.westernsd.mb.ca, Schools tab.

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