



District School Board of Niagara invites applications for the following position:

**Adult & Community Education Secretary
(full-time position)
Lifetime Learning Centre (St. Catharines)**

The function of this position is to perform a variety of clerical and administrative duties to support Adult & Community Education. The successful applicant will be detail oriented and show proficiency in providing exceptional customer service. Typical duties of this position will include, but are not restricted to the following:

- organization and responsibility for the Night School and Summer School programs;
- taking course registrations for Adult & Community Education programs and processing them;
- providing in-person and telephone reception;
- preparing transcripts and diplomas;
- preparing a variety of Ministry registers and reports;
- ONSIS reporting;
- preparing correspondence for colleges and universities as required;
- preparation and reporting of program staff payroll time sheets;
- PLAR credit process;
- OSR Maintenance;
- processing Literacy Test/Course results;
- handling of cash and credit card transactions for several programs;
- other duties as assigned by the Administrator of Adult & Community Education

Applicants must have Grade 12 education (a minimum one-year College diploma in Office Administration is preferred), including or supplemented by courses in keyboarding (min. 60 words per minute). Applicants must have the equivalent of ten (10) working months of clerical/secretarial experience in a school or DSBN administrative setting within the past two (2) years, which demonstrates proficiency in the functions described above.

This is a full-time unionized position within the DSBN's Office, Clerical, Technical and Instructional Support employee group which includes a competitive wage and a comprehensive benefits package.

Application Deadline: 4:00 p.m. on Monday, October 22, 2018

**To apply, please email a cover letter and resume to: careers@dsbn.org
Please use "Adult & Community Education - Secretary Vacancy" as
your e-mail subject line.**

We appreciate all the applications we receive, however, only those applicants selected for an interview will be contacted.

Warren R. Hoshizaki, Director of Education

Dale Robinson, Chair

The District School Board of Niagara is committed to inclusive, barrier-free recruitment and selection processes. We will offer accommodation for applicants as required throughout the stages of the recruitment and selection process. If you are contacted by the District School Board of Niagara regarding a job opportunity, please advise if you require accommodation. Information relating to accommodation will be addressed confidentially.