



# Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9  
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Posting No: SS2425 - 068

April 29, 2024

## Human Resources Assistant 1 School Board Office

Coast Mountains School District 82 gives thanks, and acknowledges with respect, that the lands on which we live, work, learn and play are the traditional territories of the Gitksan, Haisla, Nisga'a and Tsimshian Peoples.

<b>Closing Date:</b>	May 10, 2024 at 4:00 p.m.	<b>Hours:</b>	35 hours per week
<b>Wage:</b>	\$31.18 per hour	<b>Term:</b>	Continuing (as per school calendar)
<b>Allowances:</b>	Not Applicable	<b>Start Date:</b>	As soon as possible

### Summary:

Performs reception and routine clerical, administrative and data entry in support of the human resources function. Assists with payroll department and provides backup for Sub Dispatch as required.

### Typical Qualifications and Skills:

- Grade 12
- Office administration program (equivalent to one year of post secondary education)
- One year human resource administration experience.

**Job Descriptions** may be viewed on our website at: [cmsd.bc.ca/support-staff-postings/support-staff-job-descriptions](http://cmsd.bc.ca/support-staff-postings/support-staff-job-descriptions)

### THE BOARD SHALL CONSIDER APPLICANTS IN THE FOLLOWING ORDER:

1. Internal applicants with CUPE Local 2052 regular seniority
2. Casual and Temporary Internal applicants with CUPE Local 2052 secondary seniority
3. Casual Employees without seniority and outside applicants

### Applications must be made in writing to:

Human Resources

**Email:** [hr@cmsd.bc.ca](mailto:hr@cmsd.bc.ca)

All applicants must comply with the Criminal Records Review Act

This position is employed on dates that students attend regular classes. Please note that this position will accumulate secondary seniority credits only in accordance with CUPE Collective Agreement.