

Please Post (Do not remove until closing date has passed)



JOB POSTING

School District No. 22 (Vernon) NOTICE OF VACANCY TO MEMBERS OF CUPE LOCAL 5523

POSITION **District Secretary – International Student Program**

ASSIGNMENT **International**
35 hours per week, 12-month position

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12 plus one year of a post-secondary accounting, office administration, or business management certificate including basic accounting courses equivalent to Okanagan College BAC11 and BAC12.
- Two years of recent successful experience in a school or district based secretarial position including basic bookkeeping, broad office experience, and the proven ability to operate the current school district administrative computer package and the current student information system.
- Keyboarding 40 wpm.

KNOWLEDGE, ABILITIES AND SKILLS:

- Proven ability to exercise moderate judgement following established procedures and policies to evaluate and determine the most appropriate action from a variety of alternatives.
- Proven ability to communicate effectively, both orally and in writing, with staff, students, families, and agents using tact and discretion to clarify and exchange information of a detailed or specialized nature.
- Proven ability to effectively utilize cross-cultural and culturally affirming communication skills.
- Proven organizational skills.
- Proven ability to work independently and handle inquiries with minimal direction.
- Physical capability to perform the job duties in a standard office environment.
- Maintain the confidentiality of sensitive information seen and heard.
- Proven skills managing computer-based information systems (data input, file maintenance, data retrieval, bookkeeping, budgeting) including intermediate to advanced computer skills required to utilize word processing, spreadsheet, database, and communications software accurately and efficiently.

WAGE: PG 8

SHIFT: Board Office

The above position is/will be vacant, effective ASAP. School District employees wishing to apply for this position must do so in writing to Human Resources – Support Staff not later than September 8, 2025 at 2:00 p.m. Please ensure that your address, telephone number and seniority date (if applicable) appear on your letter of application. Employees should apply for any and all positions in which they are interested, even if they think someone with more seniority has applied.

September 2, 2025

Copy to:	All Schools	Transportation Services	School Board Office
	Maintenance Services	Successful Applicant File	CUPE

While all applicants will be considered, preference will be given to qualified applicants who self-declare Indigenous ancestry.

NOTICE NO. 184

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