

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 - Human Resources Assistant**

ASSIGNMENT **Board Office**
20 hrs/week, 10.5-month position

Required Education and Experience:

- Grade 12 plus six months of a post-secondary office or business administration certificate including basic accounting courses equivalent to Okanagan College BAC 11 and BAC 12.
- Six months of recent successful administrative experience.
- Keyboarding 40 wpm.

Required Knowledge, Skills and Abilities

- Proven ability to follow standardized procedures with minor variations in work procedures.
- Proven ability to refer problems not covered by procedures or instructions to supervisors or senior co-workers.
- Proven ability to communicate effectively, but orally and in writing, with staff and the public using tact and discretion to communicate information in accordance with current policies and practices.
- Ability to ensure duties are performed accurately and completely.
- Proven organizational skills.
- Physical capability to perform the job duties in a standard office environment.
- Maintains the confidentiality of sensitive information seen or heard.
- Proven skills managing computer-based information systems (data input, file maintenance, data retrieval) including intermediate computer skills to accurately and efficiently utilize word processing, spreadsheet, databased and communications software.

WAGE:PG 5 Pending Review

SHIFT: As assigned department

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 August 28, 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.

August 15, 2025

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

Note: complete job description available on website: www.sd22.bc.ca under the District menu

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

NOTICE NO. 178

HR Assistant