



## THE SEVEN OAKS SCHOOL DIVISION

invites applications for

### **Administrative Assistant Seven Oaks Immigrant Services**

Part time, Permanent, Evenings

949-23-26-082

Seven Oaks Immigrant Services (SOIS) helps newcomer individuals and families in the North-West Winnipeg Community and beyond by offering information, support systems, enhanced skills and community connections that aids their integration into life in Canada. We do this to empower immigrants and our community to be healthy and thrive.

Under the direction of the SOIS Program Director, the Administrative Assistant performs student record keeping, accounting, secretarial and administrative duties, assists staff, students, parents, outside agencies and visitors.

The successful applicant will be a highly organized individual, able to work independently while handling a workload that includes a broad range of duties and responsibilities. They will possess the confidence, ability, and integrity to deal with sensitive and confidential matters.

Must be willing to learn iCARE (federal data entry) and SPRS (provincial data entry). Experience using Microsoft Office 365 - Word, Excel, Publisher, updating websites and various CIMS programs (finance & student management systems, Admin and Employee Connect), and a working knowledge of payroll reporting are essential, or the successful applicant must be prepared to learn these programs as required. Minimum typing speed of 50 wpm is also required. Ability to speak other languages is a definite asset.

This is a part time, permanent, 10-month position at Seven Oaks Immigrant Services, effective August 26 2024, or as mutually agreed. Hours of work are Monday-Tuesday 4:00-8:15pm, and Wednesday-Thursday 4:00-8:30pm.

Salary is according to the C.U.P.E. Local 949 Collective Agreement, starting at \$26.20 per hour.

For detailed job description please visit [www.7oaks.org](http://www.7oaks.org) and review Policy [GCDAS](#) (Click on Board & Admin; Board of Trustees; Policies).

#### **To Apply:**

Applications are accepted online [HERE](#).

**Application deadline Monday, May 6, 2024, at 2:00pm**

Please attach a cover letter and resume, with three professional references.

*The Division will be pleased to accept all applications, however, only those candidates selected for an interview will be contacted by e-mail. Employment is conditional upon successful clearance through Child Abuse Registry and Criminal Records Checks. Responsibility for acquiring these lies with the employee. Seven Oaks School Division is committed to building an inclusive and diverse workforce. Reasonable accommodations are available for any candidate who may experience barriers during the interview and assessment process. Please contact Human Resources to arrange reasonable accommodation. assessment process. Please contact Human Resources to arrange reasonable accommodations.*