

JOB OPPORTUNITY NOTICE

Casual Clerical

\$16.21 per hour

(possibility for up to \$19.81 to \$30.53 per hour based on assignment)

As a Casual Clerical, you will work on call in short-term and long-term assignments at multiple schools throughout the diverse communities of Hamilton-Wentworth District School Board including Hamilton Mountain, Hamilton Downtown, Waterdown, Flamborough, Dundas, Ancaster, Mount Hope, Binbrook, Stoney Creek and Winona.

You will be assigned to elementary schools, secondary schools, and administration offices for replacement coverage or special projects. These positions require flexibility, adaptability, and excellent interpersonal skills. Your post-secondary education in a related field or equivalent relevant work experience is complemented by superior written and oral communication abilities and computer proficiency. Reliable transportation is essential.

You could work in: School-Based Administration, Departmental Administrative Support, Information and Instructional Technology(IIT), Facilities Management, Accounts Payable, Payroll Services, Human Resource Services, Business Services, Research and Analytics, Transportation Services, Library Technicians, Occupational Health and Safety.

Deadline for submission is 4:00 p.m. on Friday, October 23, 2020.

Please apply using this link:

https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=940b94e7-a5fd-4c5f-a65e-620fff24e15f

Hamilton-Wentworth District School Board is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve and global/international experience is valued. The Board is committed to providing accommodations throughout the recruitment and selection process. If you require accommodation, please notify us in advance and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.