



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Administrative Secretary – Career Studies Department
Location:	Division Office - Winnipeg
Start Date:	As soon as possible
FTE:	7.25 Hours/Day, 5 Days/Week
Term of Employment:	Term to December 19, 2025 or return of incumbent (with possibility of extension)
Salary:	\$25.16/hour
Unionized/Non-Unionized:	Non-Unionized
Application Deadline:	Monday, September 22, 2025

Reporting to the Assistant Superintendent – Senior Years and Careers Programs, the incumbent is responsible for providing administrative support and services related to the operation of the Career Studies Department.

QUALIFICATIONS

- Post-secondary administrative and/or business training from a recognized educational institution or an acceptable combination of training and experience
- Two years administrative experience
- Knowledge of basic accounting
- Demonstrated proficiency using Office 365 and learning industry specific software
- Excellent written and verbal communication skills
- Excellent interpersonal and organizational skills, the ability to show initiative and exercise judgment
- Ability to work independently and collaboratively with others.

DUTIES AND RESPONSIBILITIES (include but are not limited to):

- Provides confidential administrative support to the Assistant Superintendent and other Department staff including preparing correspondence and reports
- Maintains department schedule and arranges conference room bookings, meetings, travel, vehicle booking, catering and accommodations
- Ensures all personnel-related forms are completed and submitted to Human Resources
- Completes and submits visa reconciliations
- Processes School Initiated Course applications and maintains School Initiated Course database
- Distributes and processes WebCT applications
- Supports student registration for department activities, i.e., Technical Vocational offerings
- Maintains records for Adult Education and prepares reports for submission to Manitoba Education
- Maintains electronic and hard copy filing systems and departmental resources
- Orders and maintains departmental supplies, as needed
- Requisitions, organizes, maintains and distributes texts and course material for Adult Education centres
- Conducts research as required
- Assists Administrative Secretarial staff with incoming/outgoing Division Office mail, switchboard and reception relief.

Applications must include a cover letter, current resume and a list of three professional references including contact information.

*Thank you for your interest; however, only applicants selected for an interview will be contacted.
By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at www.fsdnet.ca*

Reasonable accommodations are available for persons with disabilities on request.

Forward application package to:

Human Resources
Frontier School Division
30 Speers Road, Winnipeg, MB R2J 1L9
Fax: (204) 258-2068
Email: hr@fsdnet.ca

