

EMPLOYMENT OPPORTUNITY

DIVISION: SIKSIKA BOARD OF EDUCATION DEPARTMENT: SIKSIKA EDUCATION

DATE POSTED: August 16, 2022

DEADLINE: August 29, 2022

PRESCREENING: August 30, 2022

INTERVIEW DATE: September 1, 2022

POSITION TITLE: RECEPTIONIST: Siksika Nation High School

SALARY: Based on Salary Grid

FULLTIME: Contract Basis

DUTIES: (Duties may include but are not limited to the following)

- Monitors student attendance, etc.
- Answers the phones and greets the public.
- Performs a variety of clerical and typing work requiring independent judgment.
- Supervises the receipt and disposal of correspondence in the school. Contacts, exchanges information and answers inquiries about school matters.
- Updates bulletins on monitoring system.
- Organize and Record monthly staff meetings.
- Handles all types of office machines.
- Other duties as assigned by Principal/Vice Principal

QUALIFICATIONS: (Requirements, Education and Experience)

- Successful completion of Grade 12 or equivalent.
- Minimum 2 year practical secretarial experience preferred.
- Mature, self-motivated individual who can work with minimal supervision, have good communication and public relation skills.
- Should possess interpersonal skills and the ability to reason across cultural boundaries.
- Must be able to type and be computer literate.
- Must be willing to take training in a Powerschool computer program.

OTHER FACTORS:

(Culture/Language and Involvement)

- Ability to speak, understand the Siksika language desirable and must be proficient in English language.
- Must have Criminal Record Check and Child Welfare Check

PLEASE SUBMIT RESUMES TO THE EDUCATION OFFICE

C/O Roberta Olds, Human Resource Coordinator or email oldsr@siksikaboardofeducation.com

(403) 734-4028

***** P.O. Box 1099, Siksika, AB T0J 3W0 *****