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## INVITES APPLICATIONS FOR THE FOLLOWING POSITION

<b>Position:</b>	<b>Administrative Secretary 2</b>
Location:	Frontier Collegiate Dormitory
Start Date:	As soon as possible
Hours/Days/Months:	7.25 hours/day, 5 days/week, 10 months/year
Term of Employment:	Permanent
Salary:	\$24.49/hour
Unionized/Non-Unionized:	Unionized
<b>Application Deadline:</b>	<b>Open Until Filled</b>

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Reporting to the Dormitory Administrator, the Administrative Secretary performs administrative and clerical responsibilities for the Campus Dormitory.

### **QUALIFICATIONS**

- Post-secondary secretarial and/or business administration training
- Senior secretarial/administrative experience, book-keeping or accounting experience preferred
- Experience working with adolescent youth would be an asset
- Understanding of Indigenous Way of Life
- Ability to work primarily independently and as a member of a team
- Proven communication skills
- Strong computer skills and familiarity with Microsoft Excel and Word

### **DUTIES AND RESPONSIBILITIES**

- Compiles and distributes reports of student activities and concerns
- Maintains key registry for students
- Processes bookings for campus vehicles and arranges air/vehicle transportation for students
- Purchases, issues and records bus vouchers for Dormitory transportation
- Administers the treaty and student aid bursary programs, including the receipt, recording, reconciliation and disbursement of funds
- Maintains program cash accounts for students and other Dormitory-related accounts
- Performs all required book-keeping responsibilities
- Submits a monthly accounting to Division Office of room and board charges
- Processes requisitions and purchase orders for Dormitory operations
- Compiles and maintains a data base of Dormitory students
- Prepares correspondence, reports and documents as required
- Maintains student files and general administration files

Applications must include a cover letter, current resume and a list of three professional references including contact numbers, all of whom must have knowledge of the applicant's performance in the applicant's current or recent assignment.

*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](http://www.fsdnet.ca)*

*Reasonable accommodations are available for persons with disabilities on request.*

Forward application package to:  
Mr. Vincent Cable, Principal  
Frontier Collegiate  
Cranberry Portage, MB R0B 0H0  
Fax: (204) 472-3513  
Email: [Vincent.Cable@fsdnet.ca](mailto:Vincent.Cable@fsdnet.ca)  
Posting Date: November 13, 2024

