

Windsor-Essex Catholic District School Board

Summer Student Posting - 2017

Summer School Program - Student Assistant (Posting #1-2017)

(1 position: mid- June 2017 to mid-August 2017 - 8 weeks)

Duties:

- Assist the principal/administration with the preparation and organization leading up to the start of summer school
- Assist with the review and sorting of summer school applications
- Contact students to confirm classes
- Provide administrative support to the summer school secretary
- As required provide individual tutoring to assist students in need
- May be required to work at multiple locations

Qualifications:

- Enrolled in a recognized post-secondary institution preferably related to education or office administration & returning to school full time in the fall
- Strong computer skills in MS Office Software (Word & Excel)
- Previous office experience would be an asset
- Experience tutoring in core subject areas
- Strong communication & organizational skills
- Must be professional and ability to maintain confidentiality

The Windsor-Essex Catholic District School Board invites applications for the above Summer Student position.

To be eligible for a summer student position applicants must have been enrolled full time in a post-secondary program and returning to school full time in the fall of 2017.

**To apply for this vacancy please submit a resume prior to 4:00 p.m. on
May 12, 2017 to:**

Palmi Truant
Human Resources Coordinator
1325 California Avenue
Windsor, Ontario
N9B 3Y6
Fax: 519-253-3198
Email: palmi_truant@wecdsb.on.ca

All successful applicants must be able to provide a satisfactory police clearance and negative TB test.

We thank you for your interest, however, only applicants selected for an interview will be contacted.