



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Posting No: SS2627 - 096

April 28, 2026

Administrative Assistant 1 – Casual on Call Indigenous Education Department - School Board Office

Coast Mountains School District 82 gives thanks, and acknowledges with respect, that the lands on which we live, work, learn and play are the traditional territories of the Gitksan, Haisla, Nisga'a and Tsimshian Peoples.

Closing Date:	May 11, 2026 at 4:00 p.m.	Hours:	Varied
Wage:	\$30.83 per hour	Term:	Casual on-call
Allowances:	Not applicable	Start Date:	To be determined

Summary

This position will be called in as the dedicated on-call substitute. Performs administrative, secretarial, basic accounting and cashiering, reception and clerical services in a confidential environment within a school or district office.

Typical Qualifications and Skills

- Grade 12.
- Office administration program (equivalent to one year of post secondary education).
- Two years office administration experience.

Job Descriptions may be viewed on our website at: cmsd.bc.ca/support-staff-postings/support-staff-job-descriptions

THE BOARD SHALL CONSIDER APPLICANTS IN THE FOLLOWING ORDER:

1. Internal applicants with CUPE Local 2052 regular seniority
2. Casual and Temporary Internal applicants with CUPE Local 2052 secondary seniority
3. Casual Employees without seniority and outside applicants
4. Preference will be given to qualified applicants of Indigenous ancestry with intimate knowledge of local Indigenous language and culture.

Applications must be made in writing to:

Human Resources

Email: hr@cmsd.bc.ca

All applicants must comply with the Criminal Records Review Act
