



PART TIME CLERICAL SUPPLY POOL

Posting #: PTCL18

St. Clair College of Applied Arts and Technology offers a wide variety of programs and courses leading to two and three year diplomas as well as one-year certificates and applied degrees. Our Academic Schools include Skilled Trades, Community Studies, Health Sciences, Nursing, Engineering Technologies, Business and Information Technology, Media, Arts and Design and Academic Studies. The College has over 10,000 full-time students enrolled in post-secondary programs, as well as over 30,000 part-time learners engaged in credit, non-credit, distance and contract training activities. The College is focused on graduating learners with exceptional employability skills who are positioned to contribute to the growth and success of the economy within our community, across the country and around the world.

Description:

St. Clair College is now accepting resumes for our Clerical Supply Pool. Our pool is used to fill temporary and/or casual positions on an as needed basis. Resumes will be kept on file for six (6) months after which will be destroyed. If you have not been contacted for testing six (6) months after your resume has been submitted, you must reapply if you wish to be considered for employment. Candidates that meet the specified qualifications must successfully complete computer testing in order to move forward to the interview stage.

Qualifications:

Candidates must have a minimum of a two year diploma or equivalent in Office Administration or Business Administration discipline and two years experience in a secretarial/office administration position dealing with a variety of clients/customers. The incumbent must also possess excellent communication skills (verbal and written) with a strong customer service mindset. Must be able to function effectively in a busy office environment as part of a team, problem solving and demonstrate tact and diplomacy. Strong computer skills in the Microsoft Suite (i.e. Word, Excel, Outlook) and organizational skills are required and will be tested.

Please forward your resume quoting the competition number either by fax at (519) 972-2754, by online application at http://www.stclaircollege.ca/jobpostings/hr_resumes.html or by mail to Human Resources, St. Clair College of Applied Arts & Technology, 2000 Talbot Road West, Windsor, Ontario N9A 6S4. **Please use one method only. Resumes must be received prior to the closing date and time.**

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodation, please contact Human Resources.

We invite applications from qualified applicants. The competition will be conducted in accordance with the prevailing Collective Agreement. While we appreciate all applications, we will acknowledge only those applicants invited for an interview.

COMMITTED TO EQUITY IN EMPLOYMENT AND EDUCATION

Visit our Employment Opportunities Web Page at: <http://www.stclaircollege.ca/postings>

Information is collected under the Freedom of Information and Protection of Privacy Act.