



***KELSEY SCHOOL DIVISION  
requires Casual Employees  
for the following positions:***

***Clerical***

**Qualifications:**

- *Certification from a Recognized Business/Clerical Program  
(Combinations of education and office experience may also be considered)*
- *Computer Proficiency in Windows, Word processing programs,  
Database programs, Accounting programs, Excel*

***Education Assistant***

**Qualifications:**

- *Grade XII Diploma*
- *Valid Driver's License and Access to a Vehicle an asset*
- *Valid First Aid Certificate an asset*
- *Educational Assistant Certificate an asset*

***Bus Driver***

**Qualifications:**

- *Valid Drivers Licence - Class II*
- *Bus Driving Certificate (Training may be provided)*

**Salary:**

*As Per CUPE Collective Agreement*

***Please submit applications to:  
Jeannette Freese, Secretary Treasurer  
Kelsey School Division Administration Office  
322 Edwards Avenue  
Box 4700  
The Pas, Manitoba R9A 1R4  
Phone: (204) 623-6421  
Fax: (204) 623-7704***

***NOTE: Please indicate clearly on your application, the position(s) that you are applying for.***

***PLEASE NOTE: A recent Child Abuse Registry Check and Criminal Record Check must be provided with your application.***

***We thank you for submitting your application for any of these positions; however, only those interviewed will be contacted.***