



Northeastern  
Catholic District  
SCHOOL BOARD

A place where we all belong.

## SUMMER STUDENT - CLERICAL

May 13, 2025

### **COMPETITION #25-059**

Temporary Full-Time Position

Hours to be determined – May to August 2025

\$20.00/hour + 4% vacation pay

Timmins, ON

The incumbent will provide a range of support to staff in Board Office departments. The incumbent will assist primarily with the scanning and digitalization of files and may provide other assistances as needed to Department Managers and Supervisory Officers, including assisting with the creation of resource binders for schools, data entry, the organization of taxation support files, etc throughout the term of employment with the Board.

### **QUALIFICATIONS**

- Enrolled in a post-secondary program;
- Proficiency with various computer applications including word processors and spreadsheets;
- Excellent written and oral communications skills;
- Ability to work independently and as part of a team;
- Knowledge of graphic design applications to develop promotional materials is an asset.
- Experience working in an office setting will be considered an asset;

All applications should be forwarded to the undersigned no later than  
**May 16, 2025 at 12 PM (noon).**

**Mélanie Bidal-Mainville, Manager of Human Resources**  
**Northeastern Catholic District School Board**  
[hr@ncdsb.on.ca](mailto:hr@ncdsb.on.ca)

**We wish to thank all applicants, however,  
only those selected for an interview will be contacted.**

**We are an equal opportunity employer.**  
**Candidates requiring accommodation in accordance with the Ontario *Human Rights Code* are asked to contact [hr@ncdsb.on.ca](mailto:hr@ncdsb.on.ca)**

Glenn Sheculski  
Chair of the Board

Tricia Stefanic Weltz  
Director of Education