

**NOTICE NO 138**

**POSTING:  
2019.02.19**

**ADMINISTRATION TECHNICIAN (100%)  
(REPLACEMENT)**

This **full-time temporary replacement position** is currently available in the Educational Services Department at Riverside School Board, located at 7525 chemin de Chambly in St-Hubert.

**NATURE OF WORK:**

The successful candidate will work closely with the Curriculum consultants to ensure appropriate support to schools about the Certification of Studies to the Ministry of Education; provide for the examination process and Summer School. He or she prepares statistics for analysis, as well as ententes. As part of his or her duties, the employee may assist professionals and senior staff.

**CHARACTERISTIC FUNCTIONS:**

He or she administers and organizes certification of studies for both secondary and elementary. He or she communicates, on an ongoing basis, with the schools, the parents, the MEES, GRICS and CEGEPS. He or she organizes operations of the Examination Processing Center, including supervision of the processing center clerks and provides support for in-school examination coordinators and school organization technicians before and during the various examination periods. Electronic transmission of exam registrations and exam results through Jade to the MEES for January, June and July/August sessions.

He or she prepares the start-up, the budget, the organization and the wrap up of the Board's Summer School and tutorials, in collaboration with the Summer School Principal. He or she assists students and their parents regarding Ministry transcripts, graduation requirements, summer school options and CEGEP admission requirements. This position involves working with the regulations for the Certification of Studies, CEGEP entrance requirements, JADE, and the transmission of examination results to the MEES. He or she develops and adapts work methods and procedures and oversees their application in the context of the delivery of the current activities in certain sectors. He or she participates in developing standards and oversees their application. He or she applies or adapts management techniques to the delivery of specific administrative activities and current operations. He or she prepares reports intended for the organizations concerned and ensures the distribution.

He or she uses a computer and the necessary software to perform his or her duties. He or she conducts research on the Internet and may be required to assist a staff member with software specific to his or her work.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible. If need be, he or she performs any other related duty.

**REQUIRED QUALIFICATIONS:**

Hold a Diploma of College Studies in Techniques de l'administration générale (Business Administration) or in other appropriate technical programs for the class of employment or in an appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

**OTHER REQUIREMENTS:**

Excellent knowledge of English and French, spoken and written.

Excellent computer skills with ability to master technical programs.

Strong collaboration and team work skills, highly skilled in interpersonal interactions.

**SCHEDULE:** From Monday to Friday, from 8:00 a.m. to 4:00 p.m. with a 60-minute meal break.

**NOTE:** Due to the nature of the position, examination schedules and deadlines imposed by the MEES, the successful candidate must be prepared to work from mid-March through the end of September, as well as January through the end of February.

**SALARY:** \$679.70 to \$1,017.45 per 35-hour week, according to qualifications and experience.

Candidates should submit a letter of application **as well as curriculum vitae before 4:00 p.m. on February 25, 2019** to Human Resources, by mail or by e-mail at [riversidecv@rsb.qc.ca](mailto:riversidecv@rsb.qc.ca). RSB will send an electronic acknowledgement of receipt for applications sent to that email address.

*Riverside School Board has implemented an Equal Access Employment Program and encourages applications from women, members of visible and ethnic minorities, Aboriginal people and people with disabilities.*

2019.02.18/ml

**Français au verso**