

## PART-TIME SUPPORT STAFF OPPORTUNITIES

Hours of availability 8am to 6pm for Day School and in some cases, 6pm to 10pm for Night School Monday to Friday. Some opportunities may require weekend availability. Part-time support contracts, hours, and opportunities vary per semester. The hourly wage will vary depending on the opportunity.

**Description:**

Reporting to the manager of the respective area, Clerical support staff provide administrative assistance to the department. Proctors are responsible for ensuring fair and consistent administration of various exams and contests as well as maintaining the confidentiality of the test materials.

Please submit your resume/application quoting the competition number online application at:  
<https://www.stclaircollege.ca/careers/apply>.

Candidates with non-North American credentials must provide a [World Education Services \(WES\)](#) evaluation confirming the Canadian equivalency of the credentials. Candidates who have non-North American credentials who have not yet been assessed as indicated above are expected to make application to [WES](#). Offers of employment require a completed evaluation from [WES](#).

### CLERICAL SUPPLY POOL - WINDSOR COMPETITION #: CP01

SUBMISSIONS ON HOLD

**SPECIFIC QUALIFICATIONS:**

- Minimum of 6 months experience in a secretarial/office administration position dealing with a variety of clients/customers.
- College diploma or equivalent in Office Administration or Business Administration discipline.
- 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.
- Experience with minute taking is a definite asset.

### CLERICAL SUPPLY POOL – CHATHAM COMPETITION #: CP02

SUBMISSIONS ON HOLD

**SPECIFIC QUALIFICATIONS:**

- Minimum of 6 months experience in a secretarial/office administration position dealing with a variety of clients/customers.
- College diploma or equivalent in Office Administration or Business Administration discipline.
- 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.
- Experience with minute taking is a definite asset.

### CLERICAL SUPPLY POOL - FINANCE COMPETITION #: CP03

SUBMISSIONS ON HOLD

**SPECIFIC QUALIFICATIONS:**

- Minimum of 6 months recent job-related experience.
- College Diploma or University Degree in a related discipline. (e.g. Accounting, Finance, Business Administration)
- Basic accounting and financial skills, including processing accounts payable and receivable, book-keeping, account reconciliations, posting journal entries, and the ability to work in a fast-paced environment with attention to detail.
- Strong computer skills in the Microsoft Suite (i.e. Word, Excel, Outlook) and organizational skills are required and will be tested.

PROCTOR – WINDSOR  
COMPETITION #: CP04

SUBMISSIONS ON HOLD

- SPECIFIC QUALIFICATIONS:**
- It will be incumbent on the proctor to ensure the conditions for writing the exam allow each student to work independently of other students.
  - Punctuality, professionalism, and reliability are the utmost of importance in this role.
  - Prior experience as a proctor is an asset.

PROCTOR – CHATHAM  
COMPETITION #: CP05

SUBMISSIONS ON HOLD

- SPECIFIC QUALIFICATIONS:**
- It will be incumbent on the proctor to ensure the conditions for writing the exam allow each student to work independently of other students.
  - Punctuality, professionalism, and reliability are the utmost of importance in this role.
  - Prior experience as a proctor is an asset.

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process.  
If you require an 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:  
<https://www.stclaircollege.ca/careers/current-opportunities>

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