

QUALIFICATIONS

Grade 12 education and secretarial certificate, plus two years of related experience or equivalent combination of education and experience. Advanced word processing skills essential. Advanced MS Office skills including knowledge of spreadsheets and database applications. Ability to maintain confidentiality and to relate well with the public, students and college staff.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying as only those selected for an interview will be contacted.

Camosun College is an Equal Opportunity Employer