

**The Regina Roman Catholic Separate School Division No. 81**  
Invites applications for the following position:

<b>Executive Assistant</b> Education Services Department				
Commence	Pay Level	TERM	Closing Date and Time	Contact
	6			
immediately	\$28.26 to \$32.05	1 year interim 2022-2023 school year	Tuesday, August 18, 2022 at noon	hr@rcsd.ca

***To apply for this position:***

Submit the following **REQUIRED** documents **by closing date & time** to:  
Human Resource Services and complete the ESP Application link below.

1. Submit an updated resume.
2. [ESP Application](#)
3. Vulnerable Sector Criminal Record check will be required if you are the chosen candidate

***For a detailed job description for this position, click on the link below:***

[Executive Assistant](#)

***Thank you for your interest. Only those selected for further consideration will be contacted.***

**\*\*\*\*internal / external\*\*\***

