



Regina Catholic Schools

Posting- Administrative Assistant 1 1.00 FTE 10 mth – LeBoldus High School

***** DISPATCHING DUTIES working schedule 6:30 a.m. – 2:45 p.m.*****

In a Catholic environment that fosters collegiality and supports continuous learning, the Administrative Assistant 1 (School Level) provides clerical support to students, parents and staff in a school office setting and has significant computer-based responsibilities.

If you do not see yourself fully reflected in every job requirement listed on the posting above, we still encourage you to reach out and apply. Rooted in our Catholic faith, we are committed to creating a more diverse, equitable, and inclusive organization and we strongly encourage applicants of all genders, ages, ethnicities, cultures, abilities, sexual orientations, and life experiences to apply. Support is available upon request for candidates taking part in all aspects of the selection process. Finally, we know that emergencies happen, and you may need to reschedule an interview - we understand and encourage you to be in communication without worrying about losing the opportunity or your credibility.

Start Date — immediately – 10-month TERM

Pay Scale = Pay Level 3 (\$25.43 - \$28.46) based on experience

How to Apply: [APPLY HERE](#) by **Wednesday, November 12, 2025**

Education – Preference will be given to an individual who has completed at least one year of office education training at a recognized institution or related experience.

internal & external

