



On Line Learning Registrar, Cyber School (Holy Cross High School)

Greater Saskatoon Catholic Schools has a temporary vacancy for an On Line Learning Registrar. The successful candidate will provide administrative and web support using various web 2.0 programs and technical support as well as troubleshooting for online users. Applicants must be comfortable working in a paperless environment.

Preference will be extended to applicants who possess the following:

- Certificate/diploma from a recognized training program.
- Microsoft Office Specialist Certificate and asset.
- A minimum of two years related experience.
- Good working knowledge of computers, web 2.0 tools, blogging, word processing, database maintenance, Web CT, networking and Excel.
- Demonstrated bookkeeping skills.
- Good organizational skills.
- Demonstrated ability to work well with others.
- A global understanding of computer applications/web programs and a web presence.

The terms of employment:

- As per the terms of the Collective Agreement.
- 7.0 hours/day
- To begin as soon as possible and continue to June 2010.
- Salary range \$18.90 - \$22.32 per hour.

Interested applicants should submit their resume via email to humanresource@gscs.sk.ca.

Applications should be received no later than 4:30 p.m. February 5, 2010.

