



The Calgary Board of Education Needs You!

As the proud recipient of the 2007 Conference Board of Canada/Spencer Stuart National Awards in Governance for Public Sector Governance and overall national winner, The Calgary Board of Education (CBE) is a global leader in public education. As the largest school district in Western Canada, the CBE provides a full range of educational services. The CBE addresses the complexity and diversity of nearly 100,000 students, over 200 schools, and 10,000 employees. The CBE is committed to life-long learning and the development of its employees. We are currently recruiting for this exciting opportunity:

Assistant Records Analyst

Are you a professional that thrives in a challenging and dynamic learning environment?

The purpose of this position is, while working in a self-directed team, to maintain the effective and efficient operation of the Calgary Board of Education Records Centre. This position is the first point of contact for providing response to requests for information from former students, client departments, external agencies and the general public. This position is accountable for strict adherence to existing records management protocols regarding the security and release of information covered under the Freedom of Information and Protection of Privacy Act.

Education and Experience:

- Related College/Technical Diploma
- Specialized training and/or professional accreditation in Records Management
- Three years related experience
- An equivalent combination of related post-secondary education and directly related experience may be considered.
- Valid Alberta Drivers License

Demonstrated Skills and Competencies:

- Proficiency in the Microsoft office Suite – particularly Word and Excel
- Ability to handle physical lifting and carrying records boxes weighing up to 50 pounds
- A mechanical aptitude to operate lifting devices and other material handling equipment such as pallet jacks
- Data entry requirements of 30 wpm with an emphasis on accuracy
- Self-motivated and the ability to work independently
- Ability to work as part of a self-directed work team

- Excellence in maintaining a high level of customer service with both internal and external customers
- Good verbal and written communication skills
- Organizational skills
- Personal suitability

Come and join our team, as the CBE is a global leader in public education. We offer a competitive compensation package as well as a stable work environment, which facilitates professional development while at the same time respecting your personal life. We are the largest school district in Western Canada and one of the largest in Canada, and we are excited for you to join our growing team!

For further information regarding this exciting opportunity please view our website at www.cbe.ab.ca. This competition will close on January 7, 2008. **Please submit your resume including salary expectations, referencing Competition #07-1170 to one of the following:**

By Mail: Talent Management and Sourcing, Human Resources
2nd Floor, 112 28th Street S.E.
Calgary, AB, T2A 6J9
Fax: 1-866-465-8547 **E-mail:** CBE.SupportStaffing@Telus.com