

# SWAN VALLEY SCHOOL DIVISION

invites applications for a  
[Marketing Assistant](#)

<b>Posting #</b>	SVR016	<b>FTE/Hours:</b>	5.0 hours per day
<b>Posting Date:</b>	28 August 2025	<b>Location:</b>	SVRSS
<b>Posting Close Date:</b>	4 September 2025	<b>Start Date:</b>	8 Sept 2025, or as mutually agreed.
<b>Permanent/Term:</b>	Permanent – 10 months	<b>Salary:</b>	\$18.17 per hour
<b>Job Description:</b>	AP 825B		

The Marketing Assistant supports the Swan Valley Regional Secondary School's (SVRSS) Tiger's Den Store by facilitating daily operations and providing practical learning experiences to students in retail and financial management. This role also provides secondary support to students and teachers, contributing to a positive learning environment within the school.

## CONDITIONS OF EMPLOYMENT

- Must be legally entitled to work in Canada.
- Completed Criminal Record Check, including the Vulnerable Sector and Child Abuse Registry Check

## QUALIFICATIONS

### Required Education and Experience:

- Graduation from Grade 12 or equivalent.
- Experience working with children aged 13 to 21 years and adults via our N.I.T.T. program.

### Required Knowledge, Skills, and Abilities:

- Ability to work with children in a mature, caring, and confidential manner.
- Effectively communicate with people both orally and in writing.
- Effective organizational skills.
- Strong interpersonal skills and an ability to work effectively as a member of a team.
- Reliable and flexible, with the ability to adjust to changing work assignments.
- Ability to maintain confidential information.
- Experience in technology (e.g., cash register systems, inventory management, or general computer use).
- Ability to work independently.
- Patience and understanding.
- Effective listening skills and appropriate, positive responses to student interactions.
- Ability to treat students respectfully, fairly, responsibly, and considerately.

### Preferred Qualifications:

- Completion of a post-secondary program related to business or commerce; and/or child/youth development, childcare, educational assistant, or health care.
- Valid First Aid and CPR certification.



Applications must quote the posting number and be received no later than noon on the deadline date shown above. The application package must include a cover letter and a comprehensive resume, including three references addressed to: Rob Tomlinson, Superintendent. Submit the application package in PDF format to [hr@svsd.ca](mailto:hr@svsd.ca).

The Swan Valley School Division thanks all applicants for their interest. Only those selected for an interview will be contacted. Interview accessibility accommodations are available upon request.

Swan Valley School Division recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. Swan Valley School Division supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).