



Park West School Division

**Park West School Division invites
INTERNAL
applications for:**

**This position is being posted internally to current Park West School Division
CUPE employees at this time.**

Rosburn Collegiate
Permanent Secretary
6 hours per day
Effective August 31, 2026.

Duties include a wide range of administrative assistance. Desired qualifications include secretarial experience and proficient technology skills. The successful applicant will have strong communication and interpersonal skills and the ability to work independently. Experience with Kev and Power School Software would be an asset. Proficiency with spreadsheets and word processors (Microsoft Office and Google Suite) is highly recommended. Salary and benefits as per the CUPE Collective Agreement.

For additional information please contact Greg Reid, Principal at Rosburn Collegiate at email greid@pwsd.ca.

Please send applications to:
Park West School Division
Attention: Danielle McKinnon
PO Box 68
Birtle, MB R0M 0C0
Email: dmckinnon@pwsd.ca
Fax: 204-842-2110

Closing date noon on Tuesday, April 21, 2026.

Individuals will be required to undergo a Criminal Record and Child Abuse Records Check. We thank all for applying, but only applications leading to an interview will be contacted.