

SUMMER STUDENT EMPLOYMENT OPPORTUNITY

1 Position at the Township of O'Connor Municipal Office

Job Title: Administrative

Start Date: July 2, 2024

Duration: 30 Hours/Week for 8 Weeks

For eligibility, students must be:

- **Student Status:** You must be enrolled in a secondary or post-secondary institution (currently or for the fall semester) OR you must have graduated within the past six months (for example, if you graduated in December, you can apply for and start a summer student position up until June of the following year).
- **Age:** You must be a minimum of 15 years of age. There is no maximum age limit.
- **Residency:** You must be a resident of Ontario during the term of employment.
- **Work Status:** You must be legally entitled to work in Canada. You are also required to have a valid Social Insurance Number (SIN) upon being hired.

The duties for the office administration position may include, but not limited to:

- answering the phone,
- opening the mail,
- copy information for Council as required,
- help prepare Council packages,
- file documents,
- scan documents,
- update records including emergency contact list, by-law indexing, entering building permit data,
- shred old records that are no longer required,
- assist with the publishing of the Township's monthly newsletter,
- or other jobs as assigned.

The student will have the opportunity to learn new skills or advance their knowledge of these skills with hands on experience, giving them valuable work experience that can be added to their next job application and resume. The students will also learn to work with others, including our staff, in a safe manner, with necessary training also being provided. They will also participate in any health and safety meetings held during their employment.

Please submit resumes by 4:30 pm on Monday, June 10th by either dropping them off in person at the Township Office at 330 Highway 595 or emailing to twpoconn@tbaytel.net.