

# Summer Student Positions Applicant Information and Instructions

Students interested in applying for summer positions must review the applicant information and follow the instructions provided below. Please note, we no longer have a summer student lottery process.

### Eligibility Requirements:

To qualify for summer student positions applicants must:

- Be enrolled in a secondary school, college or university as a full-time student during the academic year in which you are applying for employment, and be returning as a full-time student in September following summer employment.
- Be legally able to work within Canada.
- Be at least 16 years of age as of April 1 of the employment year.
- Apply online only through our website, [www.learmington.ca/careers](http://www.learmington.ca/careers).
- Apply to each position that is of interest to be considered for the position(s) desired. (Applying to one position does not allow eligibility for any of the other positions that are posted).
- Apply before the posting deadline. (Resumes will not be accepted thereafter).

New and returning students must apply online or you will not be considered for the positions.

### Before you Apply:

- Proof of enrolment from the current school year is required to apply. You will not be able to submit an application without this attached. This must come from the registrar's office or the office of your school. We will not accept class schedules or school payment receipts as proof of enrollment. Should these documents be attached to an application, it may result in disqualification.
- Evenings and weekend work will be required. Students must be available to work scheduled shifts.

### Upon Hire:

- A satisfactory police clearance will be requested (must be within 30 days of hire date).
- Where required, students must provide at their own expense CSA (Green Patch) safety shoes or boots.
- Work clothing must be worn in accordance with the standards set by the hiring department.
- Personal protective equipment (PPE) provided by the Corporation must be worn as per training and task requirements.
- Assigned online health and safety training is to be completed prior to starting work.

Please continue to next page for Job Posting.

## Administrative Coordinator (Student)

Community and Development Services Department

### Job Description:

Reporting to the Manager of Economic, Tourism, and Special Events, the Administrative Coordinator will be responsible for coordinating special projects related to economic development and tourism. These include compiling information about the municipality's businesses and employers, preparing a vacant lands inventory, and assisting with the organization of special events. The position will be required to develop, maintain and manage online marketing campaigns. The position will also be required to provide assistance to special projects in other departments, as required. The ideal candidate will also have experience managing marketing and outreach campaigns. Tasks require a strong attention to detail.

### Specific Duties:

- Provide administrative support to personnel within the Office of the CAO department, as well as other stakeholders when required.
- Assist in the development and maintenance of an economic profile database for the region, including information on business and employer profiles.
- Regular, on-going data collection, organization and entry.
- Routine scanning and filing of documentation for the department.
- Assist in the development of promotional initiatives and literature.
- Assist in planning, organizing and communicating of promotional activities and events.
- Assist in updating social media and website content.
- Support presentations and reports as required.
- Comply with OHS requirements as well as the Municipality's Health and Safety Program.
- Other duties as assigned.

### Qualifications:

- Must be a post-secondary student, working towards a degree/diploma in Business, Office Administration, Marketing, Communications or other related program.
- Must have strong written and verbal communication skills.
- Must have good organizational, interpersonal skills and analytical skills.
- Dynamic and self-motivated individual.
- Must have passion, integrity and energy.
- Must have customer services and problem solving skills
- Personable, presentable and articulate.
- Effective project management skills.
- Strong copywriting skills and the ability to communicate complex ideas.
- Computer proficient with Microsoft Office, Adobe InDesign and Adobe Photoshop.
- Must possess a valid Ontario Class G2 or G driver's licence.
- Must obtain a satisfactory police clearance upon hire.

### Hours of Work:

35 hours per week (Monday-Friday). Overtime maybe required.

### Employee Group:

Student, Non-union.

### Wage Rate:

\$20 per hour (2018 Rates).

### Closing Date:

Applications must be received by 11:59 PM, Sunday, March 3, 2019.

### How to Apply:

Interested candidates must apply online, at our website, [www.learmington.ca/careers](http://www.learmington.ca/careers).

We thank all applicants, however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

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We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761