

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 1st of the employment year.
- Apply online only through our website, 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 disqualify you.
- 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.

Research Assistant-Heritage/Planning (Student)

Community and Development Services

Job Description:

Reporting to the Manager of Planning Services, the Heritage Research Assistant will contribute to the research and promotion of Leamington's built and cultural significance. The student will assist Planning staff to organize monthly meetings of the Leamington Municipal Heritage Advisory Committee (LMHAC) and respond to general heritage related inquiries from the public. The position will focus on projects which meet the mandate of the LMHAC including property research and the creation of promotional materials.

Specific Duties:

- Research and documentation of properties listed within the Municipal Register of Heritage Properties as having heritage potential including chain of ownership, architectural style and cultural significance.
- Preparation of historical walking tours in electronic and brochure publication formats.
- Projects related to the promotion of heritage assets within the municipality through the use of social media,
- Assist Planner with the preparation of agendas, minutes and general business of the Leamington Municipal Heritage Advisory Committee.
- 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, enrolled in studies related to heritage preservation and conservation such as, Architecture, Culture, Tourism, History or Urban/Rural Planning Programs.
- Must have strong organizational and research skills.
- Must have strong communication, written, verbal and presentation skills.
- Must be proficient in computer applications including, Microsoft Office and other publication related software programs.
- Must possess a valid Ontario Class G2 or G driver's licence.
- Knowledge of the preparation of accessible documents is an asset.
- Knowledge of photography and graphic design is an asset.
- Must obtain a satisfactory police clearance upon hire.

Hours of Work:

35 hours per week (Monday-Friday). Overtime may be 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.

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.

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