

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.

Human Resources Student Legal and Legislative Services

Job Description:

Reporting to the Manager of Human Resources, the student will assist primarily with the general duties of Human Resources, including special projects, scanning and filing, attending various meetings for observation and minutes recording and other related duties as assigned.

Specific Duties:

- Assist in the ongoing development and implementation of our Wellness Program.
- Employee file set up, scanning and filing of confidential information.
- Data entry and maintenance into the Human Resources Information System (HRIS).
- Maintain the accident and incident log, review and analyze information to make recommendations on targets and focus topics.
- Review Health and Safety Program including standards, safe operating practices and training needs, recommend and process changes.
- Assist in recruitment activities, including the Summer Student Hiring.
- Create forms for Human Resources functions.
- Comply with OHSA 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 Administration, Human Resources program.
- Must have strong written and verbal communication skills.
- Must have good organizational, interpersonal skills and analytical skills.
- Must have customer service and problem solving skills.
- Computer proficient with Microsoft Office programs and other related computer applications.
- Must possess a valid Ontario Class G2 or G driver's licence.
- Human Resources experience would be 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.