



Summer Student Posting

Posting Date: Wednesday, December 16, 2020 **Closing Date:** Friday, January 22, 2021 @ 12:00 NOON
Wage: \$ 14.75 per hour **Classification:** Summer Student (May to August)

Are you looking to gain administrative skills in the municipal sector? Every year, the District offers summer employment to students registered in post-secondary education and this year the Engineering and Public Works department is hiring:

Administrative Support Students



This role provides administrative support to Management and other Administrative staff in a variety of departments. For 2021, the Administrative Support vacancies will be in **Engineering & Public Works** and **Information Technology Services**.

These jobs are typically based out of our Administration building in Bracebridge, however, with the ongoing COVID pandemic, this role may be required to work in a work-from-home arrangement.

This summer student job will work a 35-hour work week, Monday to Friday. Students should be available to begin work the first week of May and continue through to the end of August.

You will gain four months of hands-on experience, open doors and build transferable skills for your future career.

Responsibilities of the Administrative Support Students will include, but not be limited to:

- Provide general administrative support to department including but not limited to: electronic filing, photocopying, document assembly, and general office procedures;
- Assist with organization and maintenance of corporate filing;
- Updating department how to documents, program or employee orientation materials as directed;
- Creating and updating procedure documents, working with staff to identify areas requiring image and word updates.
- Assist with special project initiatives (cross departmental)

The skills, experience and qualifications we are seeking for this job include:

- Students must be enrolled in full-time post-secondary studies for the following school year.
- Proficient with Microsoft Office and other technology products and platforms including online/ digital meeting applications.
- Detail orientated, good oral and written communications skills and the ability to work independently.



If you have the necessary skills, experience and qualifications, and support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences) please review the “**How to Apply**” instructions on our website and then submit your application.

[Watch our video](#) to learn more about working at the District!

The District Municipality of Muskoka is committed to employment equity and diversity in the workplace and welcomes applications from women, racially visible individuals, people with disabilities, Indigenous peoples, and LGBTQ+ persons.

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.