

SUMMER STUDENT POSITIONS AVAILABLE

- **Administration – IT**
- **Administration – Reception**
- **Administration - Indigenous Services ****
- **Properties/Maintenance**
- **Summer Camp**

DURATION OF EMPLOYMENT: *May 2023 to August 2023*

EXTERNAL POSTINGS: COMPETITION # 01 - 23

APPLICATIONS WILL BE ACCEPTED UNTIL MARCH 3, 2023 – 4:30 p.m.

KNOWLEDGE AND SKILLS REQUIRED:

- Ability to identify systemic barriers to equity and anti-oppressive practices and apply this lens to your work
- Possess demonstrated proficiency in Microsoft Office 365
- Ability to provide administrative support on various projects within a team/department with accuracy and attention to detail
- Excellent organizational and time management skills with the ability to prioritize tasks and follow instructions
- Excellent interpersonal skills and the ability to interact with clients in a professional manner
- Be sensitive and respectful to confidential information
- ** For Indigenous Services position, preference will be given to those who identify as being Indigenous (Self-Identify as First Nations, Inuit or Métis)

QUALIFICATIONS:

Enrolment in a College or University is required. A valid driver's license is preferable. Physical labour may be required for Properties Maintenance.

SALARY: \$15.50/hr. minimum to \$20/hr. maximum, based on experience.

Please forward your updated resume, cover letter and posting number to Spencer Crosby, Human Resources Generalist at spencer.crosby@cwcas.ca by the deadline stated above. Please specify which position you are applying for.