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Apply By: Tuesday, March 28, 2017 11:59 pm EDT

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STUDENT - PROJECTS ASSISTANT

Organization: Various Ministries

Division: Various Divisions and Branches

City: Aurora, Concord, Downsview, Georgetown, Guelph, Hamilton, Kemptville, Kenora, Kingston, London, Mississauga, North York, Ottawa, Peterborough, Rockwood, Sault Ste Marie, Scarborough, Sudbury, Toronto

Job Term: 100 Temporary

Job Code: Student 1 - Student Level 1, Student 2 - Student Level 2

Salary: \$11.40 - \$12.25 Per Hour*
*Indicates the salary listed as per the OPSEU Collective Agreement.

Posting Status: Open

Job ID: 103176

[Apply Online](#)

Are you a student looking for an opportunity to build your career over the summer? Are you passionate about making a difference?

The Summer Employment Opportunities program provides students with opportunities to obtain valuable work experience, gain transferable skills, and build professional networks.

- **LEARN:** Jump start your career, whether you want to learn business skills, use your French language skills, help out in a lab, or work outdoors. Put the knowledge you've acquired at school into action.
- **GROW:** Enhance your skills and expand your network by working on projects, leading initiatives and sharing your ideas. Transfer the skills you learn to your future school and work experiences.
- **CONTRIBUTE:** In addition to advancing your professional and personal skills, you will also give back to your community. Spend your summer working to support the interests of Ontarians!

Information to assist you with the application process, including the Application Guide is available at [Summer Employment Opportunities](#). Within your application, you will have the opportunity to identify the skills, work preferences and qualifications you have that make you a suitable candidate for this position.

This job posting represents multiple positions within different ministries and at various locations across Ontario. Certain cities may be located in distant or remote areas in Ontario and may not be accessible by public transit. Carefully review locations through [Google Maps](#) and select ONLY those cities that you are able to travel to and work in.

Note: Relocation expenses and/or accommodations are not covered by ministries.

What can I expect to do in this role?

These positions are entry level and will focus on developing skills for students. You will have the opportunity to assist staff with the day-to-day administration and coordination of small- and/or large-scale projects.

Work Description:

As a Projects Assistant, you may have the opportunity to work on some or all of the following activities:

- Work under the guidance and supervision of team members to support the day-to-day workflow of the project.

- Make copies of correspondence and other printed material for branch/unit/project meetings.
- Maintain office filing system by regularly updating key documents (e.g. employee telephone directory, emergency contact list, etc.), and reorganizing or collating information as and when required.
- Perform basic data entry functions and prepare documents for distribution.
- Perform basic research using the internet.
- Plan, organize, coordinate, and manage daily assigned work.

The following skills will be developed on the job:

- Verbal, written, and active listening communication skills by understanding processes and guidelines, and by preparing a variety of documents (e.g. basic reports, recording data, etc.).
- Organizational skills by collecting and organizing files, reports, and other documents.
- Time management skills by working in a busy environment to meet deadlines.
- Interpersonal skills by working collaboratively within a multi-disciplinary team.

How do I qualify?

Mandatory

You must meet **all** eligibility criteria on the first day of employment to be eligible for these positions.

1. **Student Status:** All summer jobs require a "student" status. A student is defined as someone enrolled in a secondary or post-secondary institution (currently or for the fall semester) or has graduated within the past six months. If you graduated in January, you could apply for and start a summer student position in the Ontario Public Service up until June of that year.
2. **Age:** The age requirements for most positions is a minimum of 15 years of age up to 24 years of age (or up to 29 years of age for a person with a disability), while certain jobs require you to be a minimum of 18 years of age due to the nature of the work being performed. You must meet all age requirements for the position by May 1, 2017.
3. **Residency:** You must be a resident of Ontario during the term of employment.
4. **Work Status – Ability to Work in Canada:** You must be legally entitled to work in Canada. You are also required to have a valid Social Insurance Number (SIN) upon being hired.

Skills

These positions are entry level and will focus on developing skills for students. Having the following general skills and work habits will be an asset:

- The ability to follow directions and seek clarification when needed.
- The ability to pay attention to detail to record information accurately.
- The ability to work in collaboration with others in a team setting, and to take initiative on routine tasks.
- Familiarity with the internet and web-based tools (e.g. to perform research on site engines and/or social media).
- The ability to be punctual.

NOTE: Candidates with varying skills and volunteer/school/work experience will be considered.

Questions

Personal Information
How did you learn about the Summer Employment Opportunities (SEO)?
Why are you interested in this position?
Program Eligibility

Will you be at least 15 years of age or older on May 1st of this year?
Will you be between the ages of 15-24 years (or between 15-29 in case of a person with a disability) on May 1st of this year?
Are you legally entitled to work in Canada?
Select your student status:
Will you be living in Ontario from May to August this year?
Work Preferences
Identify which of the following working conditions you are comfortable working in (Select any that apply) Please note: Not all of these working conditions may be applicable for this position.
Which cities are you willing to travel to and work in?
Please indicate the first date you are available to start work
Education
Identify up to three current or past fields of study.
Job Requirements
Will you be at least 18 years of age or older on May 1st of this year? (Please note: this is a mandatory requirement for some positions)
Identify which of the following certifications or licenses you possess: (Please note: Not all these certifications or licenses may be required for this position)
Are you bilingual in English and French? (Please note: this is a mandatory requirement for some positions)
Skills and Qualifications
Identify which of the following general skills you have gained through your school, volunteer and work activities? (Please note: Not all these skills may be required for this position)
Identify which of the following specialized skills/knowledge you have gained through your school, volunteer and work activities? (Please note: Not all these skills may be required for this position)
Identify which of the following computer applications you have used or have an understanding of (Select all that apply):

Additional Information:

Compensation Group: Ontario Public Service Employees Union

Schedule: 33.5

Category: Administrative and Support Services

Posted on: Tuesday, January 3, 2017

Note:

- [This ad is also available in French.](#)
- In accordance with the Ontario Public Service Employment Screening Checks Policy, certain positions may require the top candidate(s) to undergo a security screening check based on the nature of the work being performed. Please refer to the information below to determine the type of screening checks that may be required for this position, if applicable.

You will be responsible for obtaining the required criminal record check at your own expense. If applicable, the Transition and Security Office (TSO), HR Service Delivery Division (HRSDD), Ministry of Government and Consumer Service (MGCS), with your written consent, will request and obtain any additional screening checks that were not obtained directly by you. (Note: If a Vulnerable Sector Screening/Check is required, it must be obtained in person at your local police service.) A record under the Criminal Code and/or other federal offence record(s) does not automatically mean you will be ineligible for the position. The screening check(s) will only be reviewed and evaluated by the TSO for the purpose of making a security clearance decision. The details of an individual's screening check(s) will be considered in specific relation to the duties and responsibilities of the position being filled. Screening check records will be maintained by the TSO and kept strictly confidential.

- Some positions advertised on this job ad are represented by the Ontario Public Service Employees Union (OPSEU) and successful candidates will be required to pay monthly union dues, which are automatically deducted from your pay.

Other positions advertised on this job ad may be excluded from the OPSEU Collective Agreement (i.e. not represented by OPSEU), depending on the business area within the Ministry in which the work is performed. You will be advised during the recruitment process by the hiring manager of the business

area.

You will receive a confirmation splash page verifying receipt of your application when your application has been successfully received. If you do not receive a confirmation splash page, it is likely that your application was not successfully received and it is recommended that you resubmit your application. If that still does not result in a confirmation, please contact SEO@ontario.ca during the posting period. We cannot provide assistance with submitting your application after the job ad deadline date.

How to apply:

1. You must **apply online** and complete all the mandatory questions on the application form.
2. You must attach one document with your application. We recommend you attach a cover letter and resume to support the information you provide in your application. The cover letter and resume document you attach should not exceed five (5) pages combined.
3. You must be 15 years of age or older as of the first day of employment. Some positions require you to be aged 15 - 24 years, or 15 - 29 years for persons with a disability, as of the first day of employment (between May and July).
4. You must be a resident of Ontario.
5. You must be eligible to work in Canada.
6. You must be enrolled in a secondary, or post-secondary institution (currently or for the fall semester) or are within six months of graduation on the first day of employment, e.g. if you graduated in December, you can apply to and start a summer student position in the Ontario Public Service up until June of that year.
7. If you require accommodation to apply, or to complete this application form, please contact us at SEO@ontario.ca.

Check out the Youth and New Professionals website to learn more about **Summer Employment Opportunities**.

All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.

Remember: The deadline to apply is **Tuesday, March 28, 2017 11:59 pm EDT**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

Job advertisements for positions that have been designated bilingual will be provided in both English and French on the website. Positions that are not designated bilingual are not translated and are displayed in English only on both the English and French versions of the website.

Les annonces d'emploi pour les postes désignés bilingues sont publiées en anglais et en français sur le site Web. Les annonces pour les postes qui ne sont pas désignés bilingues ne sont pas traduites et elles figurent en anglais seulement, tant dans la version française que dans la version anglaise du site.

**The Ontario Public Service is an inclusive employer.
Accommodation is available under the Ontario Human Rights Code.**

Note: The only website where you can apply on-line for positions with the Ontario Public Service is <http://www.gojobs.gov.on.ca>

 [Apply Online](#)

