

THE CORPORATION OF THE COUNTY OF WELLINGTON

Engineering Services Department
Solid Waste Services Division

Requires an
Administration Student

This position reports to the Data Management Coordinator to assist in the implementation and administration of the corporate electronic records management system. The Administration Student will also be responsible for assisting with the creation of web content for Solid Waste Services web pages, research functions, working on assigned projects, and occasional coverage of selected office clerk duties on an as needed basis.

This position works approximately 35 hours per week, Monday to Friday. This position will begin in May and end in September. In order to be eligible for a student position, the applicant must be returning for full time studies in Fall 2023. This position will work out of the Administration Centre, 74 Woolwich Street, Guelph.

The minimum qualifications for this position include:

- Enrolled in High School, Community College or University;
- Good written and oral communication, and listening skills;
- Experience using Microsoft Office programmes including Excel and Access.
- Interest in environmental, records management, or media studies would be an asset.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

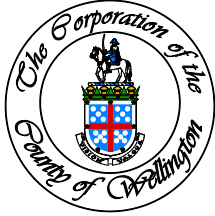
This position offers an hourly range: \$17.50 - \$19.00 (2023 Student Compensation Grid).

Applicants are invited to submit a cover letter and resume, **clearly marked Posting #036STUD-23 by February 3, 2023 at 12:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.

Alternate formats available upon request.



COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Solid Waste Services Student - Administration	Reports to: Data Management Coordinator
Department: Engineering Services	Positions Supervised: 0
Effective: May 2017	Revised: January 2022

BASIC FUNCTION:

This position reports to the Data Management Coordinator to assist in the implementation and administration of the corporate electronic records management system. The Administration Student will also be responsible for assisting with the creation of web content for Solid Waste Services web pages, research functions, working on assigned projects, and occasional coverage of selected office clerk duties on an as needed basis.

PRINCIPAL RESPONSIBILITIES:

Under the supervision, direction and guidance of the Data Management Coordinator, the Administration Student has the following duties and responsibilities:

- Research and working on assigned projects from various SWS supervisors.
- Coverage of SWS clerk duties including; answering phone and email inquiries, logging calls and emails received.
- Support in the implementation and administration of the corporate Electronic Records Management system.
- Re-organizing shelving/file folders/boxed records. Preparing records for storage or destruction.
- Monitoring, creating, and maintaining website content. Ensuring all web content meets with accessibility requirements and County style guidelines
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CONTACTS:

Internal: County of Wellington staff (daily)

External: General Public (daily)

MINIMUM QUALIFICATIONS:

- Enrolled in High School, Community College or University;
- Good written and oral communication, and listening skills;
- Experience using Microsoft Office programmes including Excel and Access.
- Interest in environmental, records management, or media studies would be an asset.

OTHER:

Location: Administration Centre, 74 Woolwich St, Guelph

Hours of Work: 8:30 am to 4:30 pm, Monday to Friday