

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 you with opportunities to learn, grow, and contribute.



**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?

Supporting a team on a wide range of administrative functions, you may have the opportunity to work on some or all of the following tasks:

- Prepare and organize correspondence, perform data entry and word processing functions, and create a variety of documents.
- Provide customer service assistance by performing reception duties, responding to public and/or internal inquiries and performing financial duties (e.g. accurately processing payments and performing basic mathematical calculations).
- Assist with small or large scale archival / filing projects by following a prescribed set of rules to store or destroy files; use technology to file documents.
- Conduct research, perform analysis and input data.
- Plan, organize, coordinate and manage daily assigned work.

## How do I qualify?

### Mandatory

Applicants must meet **all** eligibility criteria on the first day of employment



### 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

You must be a minimum of 15 years of age. Certain positions require you to be at least 18 years old. There is no maximum age limit for applying to summer student positions. Age parameters will be provided on the job advertisements and you must meet all age requirements by May 1st.



### 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.



## Communication and Interpersonal Skills

- You apply your written communication skills to prepare a variety of documents, such as reports, presentations, meeting minutes, etc., as well as to document findings and record data.
- You apply your customer service skills and your verbal, written, and active listening communication skills to perform reception duties, respond to phone, email and in-person inquiries, and provide information to internal clients and/or the general public.
- You apply your initiative and interpersonal skills to work collaboratively within a multi-disciplinary team.

## Technical Skills and Knowledge

- You apply your experience using Microsoft Office applications, such as Word (word processing) and Excel (spreadsheets), as well as databases, email and the internet to conduct research and prepare a variety of documents.
- You apply your knowledge of office administration to accurately process payments and perform basic mathematical calculations.
- You accurately track, retrieve and archive files; you apply your knowledge and/or experience of electronic file and paper management systems to secure, classify, manage and store documents.
- You apply your knowledge of records management to ensure ministry records are maintained in accordance with ministry standards.
- You input data accurately and generate reports, paying close attention to detail.

## Analytical and Organizational Skills

- You apply your research and analytical skills to gather, assess and summarize information, and provide recommendations.
- You use the internet and other sources to gather and aggregate data, analyze and input data findings, and summarize information.
- You apply your planning and organizational skills to collect, organize, review and verify information/data through review of files, reports, and other means.
- You apply your discretion and sensitivity skills when working with confidential information.
- You work independently or as part of a team; you plan, organize and prioritize your time to meet competing deadlines.

