

<b>JOB POSTING</b>	
<b>TITLE:</b> STUDENT OFFICE CLERK (3)	<b>DEPARTMENT:</b> CANADA SUMMER JOBS (CSJ)
<b>DATE:</b> 19-Mar-19	<b>JOB ID#</b> JPAD19-02
<b>HRS:</b> MON-FRI - 9:00 AM - 3:30 PM	<b>PAY RATE:</b> \$16.00 PER HOUR
<b>START:</b> July 2, 2019 Pending CSJ approval	<b>DURATION:</b> Up to 9 weeks as approved by Canada Summer Jobs funding

### **PRIMARY DUTIES AND RESPONSIBILITIES**

The Student Office Clerks will assist in general administration for all departments such as procurement and the capital/building departments, with a focus on HR and Tenant and Housing Services. This will cover such tasks as developing reports, scanning files, file archiving and storage and handling inquiries and resolving issues.

**LOCATION** Based at the Corporation Head Office at 28A Albert Street, Oshawa, with travel throughout our Oshawa properties

### **SUPERVISION & MENTORING**

This position will be supervised by the Executive Assistant and Tenant & Housing Services Manager; the EA, COO, Tenant & Housing Services Manager and other key department staff will meet with the student to organize daily work plans and to provide input and direction. The student will participate in Mandatory Health & Safety Orientation prior to commencing any work.

### **QUALIFICATIONS – To be eligible, students must meet ALL criteria below:**

- be between 15 and 30 years of age at the start of the employment
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act<sup>2</sup>
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

### **SKILLS & EXPERIENCE**

- Office experience
- Customer Service experience
- Word and Excel skills
- Mathematical aptitude, detail-oriented
- Interest in office work, HR and IT

### **EDUCATION**

- Completion of 1st-year post-secondary program and returning to full time education in Fall 2018

### **APPLICATION**

Please submit a cover letter and resume by fax, mail or email to:

Durham Region Non-Profit Housing Corporation, 28A Albert Street, Oshawa, ON L1H 5S8

Fax: 905-436-5163 E-mail: drnphc@durham-housing.com

The Durham Region Non Profit Housing Corporation is an equal opportunity employer and committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity and you require accommodation, or if this information is required in an accessible format, please contact us. We thank all applicants; however, only those being considered will be contacted.

Please note that this position is dependent upon approval from Canada Summer Jobs. Confirmation of approval from Canada Summer Jobs is expected during the month of April.