

Clarington

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The Corporation of the Municipality of Clarington Finance and Technology Department requires a Summer Student – Information Technology Division

We are an equal opportunity employer

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at careers@clarington.net.

Who we are

Clarington is one of eight municipalities in Durham Region. With a population of 107,000 people and growing, Clarington is just one hour from the Greater Toronto area and offers residents a blend of city living and rural charm. The corporation is made up of five departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal opportunity employer and a great place to build a career. We value teamwork, diversity and offer an environment where staff can grow and pursue advancement opportunities while making a difference to the community.

What the role entails

The Information Technology Division requires a Summer Student to assist with IT support from May 27 to August 30, 2024. The duties and responsibilities of the position are performed under the direction of the Information Technology Manager.

Responsibilities

The responsibilities and duties of this position include but are not limited to:

- Assisting in resolving hardware and software problems and providing support and assistance to users from all departments, in all Municipal facilities.
- Assisting in the implementation of new hardware and software solutions for all departments as directed by the Information Technology Manager.
- Other duties as assigned.
- Will be required to attend other work sites within the Municipality.

Qualifications

Candidates are being hired through the Canada Summer Jobs (CSJ) Program. In accordance with the CSJ Program, interested applicants must meet the following criteria:

- Be between the ages of 15 and 30 at the beginning of employment.
- Must be able to legally work in Canada.
- Enrolled in, or recent completion of, a post-secondary educational program related to a computer related program.
- Demonstrated proficiency in MS-Windows including all MS-Office applications. i.e. (Outlook, Word, Excel, Access, and PowerPoint).
- Knowledge of MS O365 suite is an asset.
- Excellent customer service and good interpersonal skills with a demonstrated ability to deal with the public and staff courteously and efficiently.
- Must be legally eligible to work in Canada.

What we offer you

- Rate of pay: \$18.00 per hour
- Hours of work: 35 hours per week

Additional information and requirements

The successful candidate will be required to provide the following information prior to commencement of employment:

- A current (within the last 180 days) satisfactory criminal reference check, directly from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.
- If using personal vehicle, a current satisfactory Driver's Abstract, will be required to claim travel related costs at the current per kilometer rate.

The interview may include written and oral testing to assist in determining the successful candidate. The passing score will be 60% on each test with consideration given to the candidate with the highest score.

How to apply

To view this position and to submit your application online, please visit www.clarington.net/careers. Applications will be accepted until **Friday, March 15, 2024, at 11:59pm.**

This job competition number is **File # 32-24.**

We thank all applicants for their interest. However, only those under consideration will be contacted.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.