



## Office Administration Summer Student

The Corporation of the Township of Ashfield-Colborne-Wawanosh is hiring a summer student to join our administrative team for the spring/summer season. This is a great opportunity to gain valuable experience in a public sector environment.

Under the direction of the Clerk, the Office Administration Summer Student will support various municipal departments on a wide range of administrative functions.

Responsibilities include:

- Customer service / reception duties;
- Corporate records management;
- Accounts receivable and payable duties;
- Assisting with municipal modernization initiatives;
- Other opportunities which align with career goals and interests.

To be eligible for a student position with the Township of Ashfield-Colborne-Wawanosh, you must be:

- Currently enrolled in full-time post-secondary studies, or plan to attend post-secondary education in the fall of 2022;
- Returning to full-time studies in the fall of 2022;
- Available to work full-time between May and August;
- 16 to 30 years of age, with a valid Ontario Driver's License (minimum G2).
- A condition of employment is the submission of proof of vaccination against COVID-19.

If you are interested in joining our team, please send your cover letter and resume, clearly indicating the position you are applying for, to the undersigned, no later than 12:00 p.m., Monday, February 28, 2021.

ATTN: Mark Becker  
[cao@acwtownship.ca](mailto:cao@acwtownship.ca)  
Township of Ashfield-Colborne-Wawanosh  
82133 Council Line, RR5  
Goderich, ON N7A 3Y2

We appreciate the interest of all applicants, however only those being selected for an interview will be contacted. The Township of Ashfield-Colborne-Wawanosh is an equal opportunity employer. We will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.