



## Job Ad

<b>Organization:</b>	Ministry of Transportation
<b>Division:</b>	Northwestern Region Geomatics and Program Planning Sections
<b>Position Title:</b>	Student GIS Technician
<b>Job Term:</b>	2 Temporary , 14 - 16 weeks
<b>Location:</b>	615 James Street South, Thunder Bay, P7E 6P9, North Region
<b>Compensation Group:</b>	Ontario Public Service Employees Union
<b>Salary:</b>	\$11.10 - \$11.10 per hour*
<b>Posting Status:</b>	Open
<b>Job Code:</b>	Student 2 - Student Level 2
<b>Schedule:</b>	12
<b>Category:</b>	Student Summer Employment Opportunities
<b>Job ID:</b>	34511

Are you serious about making your mark, getting hands-on work experience and learning more about careers in the Ontario Public Service? Summer Employment Opportunities are available for students in a wide variety of locations across the province.

This is an exciting position with the Northwestern Region Geomatics and Program Planning Section.

You will:

- Assist various ministry sections with input on appropriate data collection methods, trend analysis and basic to complex map preparation using Geographic Information Systems (GIS) software.
- Collect, review, verify and enter information/data into database/form.
- Perform analysis and evaluation of information and data to produce reports, business layers and theme maps.
- Provide customer service assistance by responding to internal inquiries.

### What we are looking for:

Technical Skills and Knowledge:

- Experience and knowledge with Geographic Information Systems (GIS)
- Experience using computer applications and programs including ArcGIS suite to conduct data and trend analysis including spatial trend analysis
- Prepare basic to complex maps
- Track, compile and evaluate information
- Experience and proficiency using Windows Operating Systems, Microsoft Office product suites such as word processing (Word), spreadsheets (Excel), databases (Access), email and internet
- Provide assistance in developing and designing programs and related databases for various projects using GIS based programs

Communications and Interpersonal Skills:

- Customer service, interpersonal and communication skills to assist clients and staff
- Work independently and collaboratively within a team and to provide information to clients and staff

Organization and Planning Skills:

- To collect, organize, review and verify information and data by reviewing digital files, reports, and other documentary sources
- Work independently or as part of a team
- Ability to plan, organize and prioritize your work to meet competing deadlines

**Posting Date:** Monday, February 21, 2011

**Closing Date:** Monday, February 28, 2011 11:59 pm EST

**How to apply:**

1. You must **apply online**.
2. You must demonstrate how you meet the eligibility criteria, skills and experience we are looking for clearly, completely and concisely. We rely on the information you provide to us.
3. Some positions are restricted to students 15-24 years of age (up to 29 years old if you are a person with a disability) on the first day of employment. Other positions are open to all students.
4. You must be a resident of Ontario.
5. You must be eligible to work in Canada.
6. You must be currently enrolled in a secondary or post secondary school, or have completed all academic requirements for graduation within 6 months prior to May 2011.
7. You must upload your cover letter and resume in one file in any of the following formats: PDF, WORD, plain or rich-text format (.pdf, .doc, .docx, .txt and .rtf).
8. If you have a disability and require accommodation to apply, or to complete this application form, please contact us at **SEO@ontario.ca**.

**Remember:** The deadline to apply is Monday, February 28, 2011 11:59 pm EST.  
Late applications will not be accepted.

**Note:** We thank you for your interest; however, we will contact you only if we choose you for further screening or an interview.

Check out the Youth website to learn more about **Summer Employment Opportunities**.

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**The Ontario Public Service is an equal opportunity employer.  
We will accommodate your needs under the Ontario Human Rights Code.**

\*Indicates the salary listed as per the OPSEU Collective Agreement.