



Job Ad

Organization:	Various Ministries
Division:	Various Divisions/Branches
Position Title:	Student - Environmental Assistant
Job Term:	16 Temporary , 12 - 16 weeks
Location:	Toronto, Downsview, Barrie, Thunder Bay, South Porcupine
Compensation Group:	Ontario Public Service Employees Union
Salary:	\$10.25 - \$11.10 per hour*
Posting Status:	Open
Job Code:	Students - Level 1 / Level 2
Schedule:	12
Category:	Student Summer Employment Opportunities
Job ID:	34528

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.

Duties:

Assist district staff with inspections, monitoring and abatement to ensure compliance of environmental laws
Respond to public inquiries, complaints and provide support for outreach and education initiatives
Perform analysis and evaluation of information and data to produce reports
Conduct field and technical investigations
Collect, review, verify and enter information to support the delivery of environmental programs
Some positions may have field work that may be physically demanding and may require multi day trips involving overnight travel.

What we are looking for: You apply your oral communication and interpersonal skills to assist in responding to complaints, deal with public inquiries, and to support the delivery of education and outreach initiatives

You apply your written communication skills to prepare written reports

You apply your knowledge of environmental legislation or environmental science

You are familiar with computer based software applications including MS Word and database management software to perform data entry, conduct analysis, prepare reports, track and compile information

You apply your planning and organizational skills to collect, compile, review and verify information through review of files, reports, notifications and other means

You work independently or as part of a team; you plan, organize and prioritize your work to meet competing deadlines

You apply your evaluative and analytical skills to evaluate information, conduct data and trend analysis and develop recommendations for environmental reports/projects

You apply your monitoring skills to conduct inspections, site visits, investigations, industry notifications, to review of compliance reports and the abatement of environmental programs

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**.

For Manager Reference PARENT ID SEP_1B032410602

**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.