



Job Ad

Organization: Ministry of Natural Resources
Division: Various Divisions/Branches
Position Title: Student - Assistant Fisheries Technician, Assistant Resource Management Technician, Office Administrator, Project and Communications Administrator, Fire Assistant
Job Term: 11 Temporary , 7-11 weeks
Location: Various, Thunder Bay, North Region
Compensation Group: Ontario Public Service Employees Union
Salary: \$10.25 - \$10.25 per hour*
Posting Status: Open
Job Code: Student 1 - Student Level 1
Schedule: 12
Category: Student Summer Employment Opportunities - MNR/Parks
Job ID: 35037

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 job posting represents several positions. Review the duties and qualifications and the 'View more information' link below for each position. After selecting 'apply online' use the questions to identify the position(s) you are interested in.

Student - Assistant Fisheries Technician

Duties include data collection and data entry; operating equipment related to fish stocking; egg collection; fish culture; fisheries population and habitat assessment; creel surveys; lake and stream surveys; index sampling; habitat and substrate assessment; and classification of streams, rivers and lakes. The assistant will assist with resource management programs by accompanying staff to the field while conducting surveys, data collection, mapping, inspections and interviews.

Student - Assistant Resource Management Technician

aid staff with the information management of crown land through the distribution of land use permits, leases; inspection of aggregate operations and compliance monitoring. The assistant will also provide assistance to the Fish and Wildlife program by conducting research to assemble and draft information; as well as to construct reports on fish and wildlife resources. Provide administrative support including organization of files and publications

Student - Office Administrator

Prepare / file correspondence, respond to inquiries. Plan, organize, coordinate and manage daily assigned work. Support a team on a range of administrative activities. Perform data entry, prepare documents and manage schedules.

Student - Project and Communications Administrator

Support a team doing project work or communications planning and delivery. Assist with file correspondence, respond to inquiries, plan, organize and schedule activities. Prepare documents and assist with projects and/or communication activities. Some positions might support a team planning, organizing and coordinating conferences, events, tours, marketing activities, etc.

Student - Fire Assistant

Assist with information management in support of planning, media relations, promotions, GIS, fire and emergency response programs delivery. The assistant will help with equipment maintenance and repair; conduct warehouse and inventory duties; and support science and technology projects related to the fire program. The assistant will aid with resource management programs by accompanying staff to the field while conducting surveys, data collection, mapping, inspections and interviews.

What we are looking for: Student - Assistant Fisheries Technician

You have strong communication, organization, analytical, prioritization and writing skills. Strong software skills (Excel, Word, PowerPoint) and effective interpersonal skills to work in a team environment as well as a strong work ethic to work independently. The operation of boats, motors, ATVs and other specialized equipment may be required. The assistant may work outdoors and in diverse weather conditions.

Student - Assistant Resource Management Technician

You have strong communication, organization, analytical, prioritization and writing skills. Strong software skills (Excel, Word, PowerPoint) and effective interpersonal skills to work in a team environment as well as a strong work ethic to work independently. The assistant will also learn about forest biology, compliance monitoring, water crossings, cutover boundaries, forest operations and processes. The assistant may be required to drive vehicles and/or operate boats, motors, and ATVs in all kinds of weather. Some of these positions may require skills in oral French (see individual job locations for details).

Student - Office Administrator

You respond to phone, e-mail, and in-person inquiries and provide information to internal clients and/or public using your customer service and oral communications skills

Student - Project and Communications Administrator

You respond to phone, e-mail, and in-person inquiries and provide information to internal clients and/or public using your customer service and oral communications skills

You have demonstrated written and verbal communication skills

You use computer software applications including word processing, spreadsheets, presentations, email, electronic file management systems

You are familiar with computer based software applications including Windows Operating Systems, Microsoft Office Suite, such as Word, PowerPoint, Excel, and databases

You use office equipment such as photocopier, fax machine, scanner to complete administrative tasks

You support multiple priorities and plan, coordinate, schedule a range of activities ensuring deadlines are met

You use the internet and other sources to gather information, compile data to produce a variety of products

Student - Fire Assistant

You have strong communication, organization, analytical, prioritization and writing skills. Strong software skills (Excel, Word, PowerPoint) and effective interpersonal skills to work in a team environment as well as a strong work ethic to work independently. The operation of boats, motors, and ATVs may be required while conducting the above functions in diverse weather conditions.

All positions:

You use computer software applications including word processing, spreadsheets, presentation, email, electronic file management systems

You use office equipment such as photocopier, fax machine, scanner to complete administrative tasks

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

Posting Date: Monday, March 7, 2011

Closing Date: Friday, March 18, 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 Friday, March 18, 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**.

N43137, N46154, N46155, N43154, C43264, N43155, N43166

**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.