

Student Job Type Explorer

Summer Employment Opportunities (SEO)

The SEO program offers over 70 different types of student jobs in a variety of career fields and working environments.

This tool will help you explore the student jobs that you may be interested in.

STUDENT CAREER FIELDS

All student jobs will be posted on **February 10, 2020**. Click on the links below to explore the student job types in each of the careers fields listed below. Review the student job ads for deadlines and more information during the posting period.

- [Administration](#)
- [Agriculture and Livestock](#)
- [Business](#)
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*Please note certain student positions may not be posted or available in all locations.

ADMINISTRATION JOBS

Office Assistant:

Supporting a team on a wide range of administrative functions, you may have the opportunity to work on some or all of the following:

- Prepare and organize correspondence, perform data entry and word-processing functions, and create a variety of documents.
- Provide customer service assistance by performing reception duties, responding to public and/or internal inquiries and performing cashier duties.
- Conduct research, perform analysis and input data.

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AGRICULTURE AND LIVESTOCK JOBS

Agricultural Field Information Assistant:

Working as an Agricultural Field Information Assistant, you may have the opportunity to work on some or all of the following:

- Assist staff with data collection and data entry to enhance provincial geomatics databases by making observations for soil classification, health and erosion, and/or agricultural cropping and tillage systems.
- Access and enhance some of the many diverse provincial-scale Geographic Information Systems (GIS) data layers that have an agricultural focus (e.g. soil classification, Canada Land Inventory (CLI), field tile drainage, etc.).
- Conduct field projects (e.g. technical investigations, inspections and site visits) using geomatics technology and field equipment techniques.

Agricultural Geomatics Assistant:

Working as an Agricultural Geomatics Assistant, you may have the opportunity to work on some or all of the following:

- Perform Geographic Information Systems (GIS) tasks including developing maps for clients and providing data quality assurance.
- Develop remote sensing and/or environmental/agricultural landscape modelling.
- Access and enhance diverse provincial-scale GIS data layers (e.g. soil classification, Canada Land Inventory (CLI), field tile drainage, etc.).
- Assist staff with data collection/entry, trend analysis and map preparation using GIS software.
- Provide customer service assistance by responding to public and internal database inquiries.

Veterinary Programs Assistant:

Working as a Veterinary Programs Assistant, you may have the opportunity to support various teams on a range of veterinary-related activities, such as:

- Veterinary services inspections – Accompanying veterinarians, inspectors or other ministry staff to municipal pound facilities or livestock medicines outlets, etc.
- Veterinary inspections and audits – Accompanying veterinarians, inspectors or other ministry staff to abattoirs, meat processing plants, etc.
- Perform field work and research and assist in developing a variety of reports and resource/training materials.
- Provide customer service assistance by responding to public and internal inquiries.

Veterinary Programs Research Assistant:

Working as a Programs Research Assistant, you may have the opportunity to support various teams on a range of veterinary-related activities, such as:

- Inspections – Accompanying veterinarians, inspectors or other ministry staff to abattoirs, meat processing plants, ministry training sessions and/or meetings.
- Science or Program Assistant – Inputting data, performing analysis and evaluation to produce reports and/or identify trends.
- Perform field work and research and assist in developing a variety of reports and resource/training materials.
- Provide customer service assistance by responding to public and internal inquiries.

Youth Programs Livestock Park Operations Assistant:

Working as a Youth Programs Livestock Park Operations Assistant, you may have the opportunity to support various teams on a range of program-related activities, including:

- Youth Programs – Participate in the planning, delivery and evaluation of child and youth summer programs.
- Livestock Park Operations – Assist with general duties and responsibilities of maintaining the Park's operations, and with educational programming and activities.
- Provide customer service assistance by responding to public and internal inquiries.

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BUSINESS JOBS

Business and Finance Assistant:

Supporting a team on a range of financial and business projects and initiatives, you may have the opportunity to work on some or all of the following activities:

- Prepare, verify, process and reconcile financial data.
- Support staff in developing business proposals, reports, spreadsheets, and other business/financial documents.
- Conduct research and perform analyses (i.e. quantitative, qualitative, statistical).
- Prepare and organize correspondence, perform data entry and word-processing functions, and create a variety of documents.

Emergency Management Assistant:

Supporting a team of emergency management professionals, you will have the opportunity to learn about the Ontario Public Service's emergency management program by working on some or all of the following activities:

- Assist team members with emergency planning and special projects.
- Conduct research, perform analysis and input data (e.g. identifying 'best and emerging practices' in emergency management).
- Assist in maintaining a functional emergency operations centre.
- Prepare and/or edit content for the program's website and e-learning modules.

Finance/Risk Assistant:

Working as a Finance/Risk Assistant, you will have the opportunity to:

- Support different teams on a range of financial initiatives and business activities, focusing in the areas of Accounting, Risk Control or Settlements.
- Familiarize yourself with debt and related hedging instruments, such as bonds, swaps, futures, and options used by financial institutions and institutional investors, as well as with their accounting and settlement, risk monitoring and reporting.

Human Resources Assistant:

Supporting a team in Human Resources (HR) related activities and functions, you may have the opportunity to work on some or all of the following activities:

- Assist in areas such as recruitment, health and wellness, workforce planning, employee engagement, accessibility, diversity, and learning and development.
- Prepare and organize correspondence, perform data entry and word-processing functions, and create a variety of documents.
- Work/interact with a broad network of internal clients and team members.

Marketing Coordinator:

Supporting a marketing team with strategic social media, marketing and communications in various program areas, you may have the opportunity to work on some or all of the following activities:

- Plan and manage marketing campaigns in all media (e.g. online, interactive, print, radio and television) for all advertising initiatives.
- Manage the marketing elements for various channels, including the ServiceOntario service channels: in-person, online, kiosk and telephone.
- Coordinate design and production of advertising, print collateral, signage, website and digital applications and other media.
- Develop and implement strategies that align with the latest trends in technology, social media and consumer behaviour.

Municipal Advisor Assistant:

Working as a Municipal Advisor Assistant, you will have the opportunity to work on some or all of the following activities:

- Support the local government and housing section in its role to build the capacity of municipalities and service managers to comply with legislation and regulations governing the operations of municipal government.
- Conduct research and analysis and prepare a variety of documents regarding municipal and affordable housing issues.
- Gain practical experience about local government and affordable housing matters.

Project and Communications Assistant:

Supporting a team in project work and/or communications planning and delivery, you may have the opportunity to work on some or all of the following activities:

- Prepare, edit and proofread various communication/project documents (e.g. presentations, marketing material, web content, etc.).
- Prepare and organize correspondence, perform data entry and word-processing functions, and create a variety of documents.
- Plan, organize and coordinate communication and/or project activities.
- Conduct research, perform analysis, and work with graphics, web publishing, photo library and/or project management software.

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CLERICAL JOBS

Projects Assistant:

Supporting a team with the day-to-day administration and coordination of small and/or large-scale projects, you may have the opportunity to work on some or all of the following activities:

- Support the day-to-day workflow of projects (under the guidance and supervision of team members).
- Make copies of correspondence and other printed material for branch/unit/project meetings.
- Maintain office filing systems by regularly updating key documents (e.g. employee telephone directory, emergency contact list, etc.).
- Perform basic data entry functions, prepare documents for distribution, and perform basic research using the internet.

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CUSTOMER SERVICE JOBS

Customer Service Clerk:

Ideally suited to those candidates with limited work experience, this role will provide you with the opportunity to work on some or all of the following activities:

- Support staff in assisting with public and/or internal inquiries, and with administrative and clerical services.
- Perform reception duties and/or counter services support, process payments and perform basic mathematical calculations.
- Maintain filing system and office files by regularly updating key documents (e.g. employee telephone directory, emergency contact list, etc.).
- Perform basic data entry functions and prepare documents.

Museum Attendant:

Working as a Museum Attendant, you may have the opportunity to work on some or all of the following activities:

- Welcome visitors, conduct tours and provide historical interpretation of museum artefacts.
- Provide care and maintenance of the museum and artefacts.
- Provide community outreach in support of interpretive programming, and participate in the design, development and delivery of public programs.

Kitchen Helper:

Working as a Kitchen Helper, you will have the opportunity to:

- Assist the senior cook with day-to-day food preparation, serving and cleaning for approximately 40 staff.
- Prepare food list requirements and ensure supply orders are correct.

ENFORCEMENT JOBS

Assistant Fire Programmer Analyst:

Working as an Assistant Fire Programmer Analyst, you may have the opportunity to work on some or all of the following activities:

- Provide support on the analysis of socio-economic impact relative to forest fire response capacity.
- Conduct Visual Basic programming of Windows applications and/or the extraction, modeling and organization of data using Microsoft Access, Excel and Visual Basic for applications for statistical analysis.
- Emergency situations may provide the opportunity to work in other fire management roles (e.g., analyzing fire workloads and forecasting fire suppression resource needs using spreadsheet models).

Enforcement Assistant:

Working as an Enforcement Assistant, you may have the opportunity to work on some or all of the following activities:

- Assist officers and inspectors with the planning and organization of field activities, including routine field inspections of compliance, enforcement, promotion, inspection and monitoring.
- Aid with resource management through data collection, data entry, compliance reporting, mapping and inspection.
- Perform research, conduct analysis and evaluate environmental information and data to produce reports.

Fire Assistant:

Working as a Fire Assistant, you may have the opportunity to work on some or all of the following activities:

- Assist with information management in support of planning, media relations, promotions, Geographic Information Systems (GIS), and fire and emergency response programs delivery.
- Aid with resource management programs by travelling with staff on field trips to conduct surveys, data collection, mapping, inspections and interviews.
- Provide administrative and clerical support, including organizing and maintaining files for electronic and manual records/data, and providing word processing support.

OPP Community Policing Assistant:

Working as a OPP Community Policing Assistant you will have the opportunity to support the Ontario Provincial Police (OPP) programs and units in a variety of ways:

- Promote the Ontario Provincial Police to the public.
- Support OPP operations by planning, organizing, coordinating and managing daily assigned work.
- Support Ontario`s Mobilization and Engagement Model of Community Policing through participation in community social development/crime prevention programs, relationship building and assisting officers.
- Complete research assignments/projects, compile statistical information and other administrative tasks.

OPP Indigenous Policing Bureau Assistant:

Working as a OPP Indigenous Policing Bureau Assistant, you will have the opportunity to support the Ontario Provincial Police (OPP) Indigenous Policing Bureau programs and units in a variety of ways:

- Promote the Ontario Provincial Police, Indigenous Policing Bureau to the public.
- Support Indigenous Policing Bureau by planning, organizing, coordinating and managing daily assigned work.
- Support Ontario`s Mobilization and Engagement Model of Community Policing through: participation in community social development/crime prevention programs, relationship building and assisting Provincial Liaison Team officers.
- Complete research assignments/projects, compile statistical information and other administrative tasks.
- Apply a community focus & genuine respect for Indigenous communities when involved with community organizations or agencies.

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ENGINEERING JOBS

Aircraft Maintenance Assistant:

Working as an Aircraft Maintenance Assistant under the supervision of senior staff, you may have the opportunity to:

- Maintain the cleanliness of aircraft exteriors and interiors in accordance with procedures and standard protocols.
- Perform general routine duties between base locations:
 - Drive government vehicles to pick up and deliver aircraft parts and support engineers in the field.
 - Assist with shipping and receiving of aircraft parts.
 - Clean and maintain shop facilities, and clean government vehicles.
 - Assist with mechanical maintenance and safety of aircraft as directed by an Air Engineer.

Drinking Water Assistant:

Working as a Drinking Water Assistant, you may have the opportunity to assist with the implementation of the Municipal Drinking Water Licensing Program:

- Provide technical screening of applications for drinking water licenses and permits.
- Review drinking water plant schematics and approvals to develop inventory of drinking water treatment subsystem components to input to ministry databases.
- Assist Senior Water Engineers by screening technical information provided with license and permit submission.
- Contact municipal clients and operating authorities to identify missing or incorrect information and incorporate corrected information into draft licenses and permits.

Engineering Assistant:

Working within a team, you may have the opportunity to work on some or all of the following activities:

- Compile, organize and analyze data on the oil and gas industry, solution mining and brine disposal in Ontario.
- Collect and analyze data from client industries.
Record data in spreadsheets and databases, analyze data for trends and patterns, organize data into tables and graphs, prepare reports and make recommendations based on analysis of data.
- Provide customer service assistance by responding to clients, staff and the public to address their needs.

Traffic Technician:

Working as a Traffic Technician, you may have the opportunity to work on some or all of the following activities:

- Assist traffic engineering staff in the review, analysis and documentation of highway operational concerns (e.g. speeding, restricted sight lines, signal timing or the need for illumination, etc.).
- Assist staff with technical support in several areas, including the review, approval and coordination of contractor right-of-way usage and closures, capacity analysis, collision analysis, roadside hazards, and traffic control signals and systems.
- Provide technical support to clients by email and phone and resolve operational problems.

Transportation Technician:

Working as a Transportation Technician, you may have the opportunity to work on some or all of the following activities:

- Assist staff with transportation field work by collecting and analyzing data, inventories and surveys.
- Assist with transportation inspections and documentation of activities.
- Field work may also include patrolling highways to identify maintenance defects, collecting information related to structures and driveways/billboards using a handheld GPS, measuring distances, and staking sign locations.
- Office work may include inputting the information collected, completing diaries/paperwork, assisting staff with field data collection for future in-house design projects, assisting with filing and preparing reports, and general office duties.

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ENVIRONMENT JOBS

Aquatic/Wildlife Biologist:

Working as an Aquatic/Wildlife Biologist, you may have the opportunity to work on some or all of the following activities:

- Fish and aquatic ecosystem assessment and research, including creel surveys, index netting, biological sampling, data entry and basic analyses.
- Wildlife population and wildlife habitat assessment, including both aerial and ground surveys; species identification and mapping; as well as sampling and assessment for a variety of wildlife.
- Operate boats, outdoor motors, ATVs and other specialized equipment.

Assistant Fish Culture Technician:

Working as an Assistant Fish Culture Technician, you may have the opportunity to work on some or all of the following activities:

- Assist fish culture station staff by performing technical duties related to the culture of fish and the operation and maintenance of the station, such as tank cleaning, disinfection and equipment maintenance (e.g. piping, valves, etc.).
- Provide customer service assistance by providing tours of the facility to visitors and responding to questions on the fish culture program.
- Assist staff by performing daily fish culture activities, including feeding, inventories, picking of losses, fish marking, anaesthetizing, thinning, disease sampling, etc.

Assistant Fisheries Technician:

Working as an Assistant Fisheries Technician, you may have the opportunity to work on some or all of the following activities:

- Field work, which may include assisting Great Lakes staff and technicians with:
 - Conducting surveys, data collection, mapping, inspections, interviews and day-to-day assigned activities.
 - Operating equipment related to fish stocking (e.g. pumps; gill, seine, and fyke nets; limnological sampling; YSI/Hydro lab, sonars; weight scales; lab equipment).
- Perform research, conduct analysis and evaluate environmental information and data to assist in producing reports.
- Operate boats, motors, trucks, ATVs and other specialized equipment.

Assistant Forest Technician:

Working as an Assistant Forest Technician, you may have the opportunity to work on some or all of the following activities:

- Assist staff by performing forest-related field, lab and office work, such as:
 - Identifying tree and other plant species; determining soil types; assessing tree and forest health; tree breeding; orchard or genetic testing; collecting, processing and testing tree seeds; establishing studies and trials; and collecting and compiling data.
- Use technology such as data loggers, Global Positioning System (GPS) units, rangefinders and digital cameras to perform your work.

Assistant Resource Management Technician:

Working as an Assistant Resource Management Technician, you may have the opportunity to work on some or all of the following activities:

- Aid staff with information management of Crown land through the distribution of land use permits, work permits, leases, etc., and by conducting site visits.
- Provide assistance to the Fish and Wildlife program by conducting research and fieldwork to assemble and draft information, including writing reports on fish and wildlife resources.
- Assist the Forestry program by conducting field work involved with Silvicultural Effectiveness Monitoring and assisting with forest compliance inspections.
- Provide administrative support (e.g. organizing files and publications) and assist with outreach activities (e.g. speaking with the public/doing presentations to educate/generate awareness).

Assistant Water Resources Technician:

Working within a team, you may have the opportunity to work on some or all of the following activities:

- Assist with the review, improvement, operation and maintenance of the analytical procedures, models and analytical techniques used by the Surface Water Monitoring Centre.
- Assist with advising on hydrometeorological issues such as flooding, climate change and drought, as well as contribute to other pertinent water management projects initiated within the broader waters program.
- Assist with researching and evaluating new hydrological and climatic technologies and methods, as well as preparing/reviewing feasibility studies.
- Assist with spatial analysis and development of maps and other hydrometeorological products using programs such as ArcGIS.

Climate Change Research Assistant:

Working within a team, you may have the opportunity to work on some or all of the following activities:

- Assist staff with field sampling of peatlands, including collecting peat cores, downloading and quality assuring weather station, permafrost, and peat soil temperature and moisture data.
- Work in a laboratory setting using traditional (e.g. culturing, microscopy) and molecular (e.g. PCR, RFLP) techniques in the study of fungal disease pathogens of forest trees.
- Work with gas chromatography or other analytical methods.
- Perform field analyses, sample preparation and chemical laboratory analyses.

Environmental Assistant:

Working within a team, you may have the opportunity to work on some or all of the following activities:

- Perform research, conduct analysis and evaluate environmental information and data to produce reports.
- Respond to public inquiries, complaints and provide support for outreach and education initiatives.
- Field work which may include assisting district staff with field and technical inspections and investigations, monitoring and abatement to ensure compliance of environmental laws.

Fish & Wildlife Assistant:

Working as a Fish & Wildlife Assistant, you may have the opportunity to work on some or all of the following activities:

- Assist staff by performing field work to complete fish and wildlife population and habitat assessments including aerial and ground surveys, flora and fauna species identification, and assisting with project planning, support and implementation.
- Assist staff by performing research and data compilation, including assembling information from hardcopy and digital sources, performing data entry, and preparing a variety of documents.
- Provide customer service assistance by responding to clients, staff and the public to address their needs.

Geographic Information Systems (GIS) Assistant:

Working within a team, you may have the opportunity to work on some or all of the following activities:

- Assist staff with data collection, trend analysis and simple map preparation using Geographic Information System (GIS) software.
- Collect, review, verify and enter information/data into databases/forms, and perform analysis and evaluation of information and data to produce reports.
- Provide customer service assistance by responding to public and/or internal inquiries.
- Field work which may include technical investigations, inspections and site visits.
- Office work which may include graphic design for image reorganization/optimization and printing support.

Wetland Information Management Assistant:

Working as a Wetland Information Management Assistant, you may have the opportunity to work on some or all of the following activities:

- Update technical documents, reports, maps and web links, and assist with the coordination of wetland evaluations.
- Attend information management training sessions and surveys.
- Assist with proactive and reactive information management training material.
- Support staff in providing assistance with administrative and clerical services.

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INFORMATION MANAGEMENT JOBS

Data Analyst Assistant:

Working within a team as a Data Analyst Assistant, you will have the opportunity to work on the following activities:

- Perform data entry of information, and make corrections as required.
- Conduct data validation and assessment to determine readiness and ensure it meets the pre-determined criteria.
- Liaise with IT staff to update data on the Boards case management system.

Information Management Assistant:

Working within a team as an Information Management Assistant, you may have the opportunity to work on some or all of the following activities:

- Assist with updating, quality control and supporting management of information from various sources to catalogue information for on-going projects.
- Assist in creating and delivering information management training materials to distribute the information to one or more audiences within the organization.
- Participate as a team member in weekly branch and biweekly Information Management Coordinators Committee meetings.

Library and Information Management Assistant:

Working within a team as a Library and Information Management Assistant, you may have the opportunity to work on some or all of the following activities:

- Respond to information research and reference queries, assist library users in the use of library resources, and assist with the day-to-day operations of the library.
- Catalogue and process materials using an automated library system following established protocols.
- Assist in a library digitization project, sorting and preparing documents for scanning and updating in-house database.

Modernizing Property Information Data Analyst Assistant:

Working as a Modernizing Property Information Data Analyst Assistant, you may have the opportunity to work on some or all of the following activities:

- Perform data entry of property-based information.
- Conduct data validation and assessment to determine readiness and ensure it meets the pre-determined criteria.
- Retrofit existing files into new file plan.

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LANGUAGE JOBS

Translator:

Working within a team as a Translator, you may have the opportunity to work on some or all of the following activities:

- Translate draft and final versions of various documents (e.g. bills, legislation, regulations, etc.) from English into French.
- Research the meaning and/or intent behind terms and phrases to ensure accuracy.
- Participate in the development and updating of French legislative terminology for Ontario.

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MAINTENANCE JOBS

General Maintenance Assistant:

Working within a team as a General Maintenance Assistant, you may have the opportunity to work on some or all of the following activities:

- Assist staff with ground and lawn maintenance, as well as general building and equipment maintenance (e.g. painting, brush removal, clearing culverts, and servicing equipment, tools and machinery).
- Assist in carrying out inspections of facilities and grounds.
- Complete maintenance and inspection records.

General Maintenance Office Clerk:

Assisting the housekeeping supervisor with day-to-day cleaning and maintenance services, you may have the opportunity to work on some or all of the following activities:

- Assist with washing area floors, cleaning area washrooms, and garbage disposal.
- Assist staff in the business unit with day-to-day delivery of goods and supplies to various floors within the area.
- Assist purchasing staff with a wide range of administrative functions.

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ONTARIO PLACE JOBS

Ontario Place Communications Dispatcher:

Working as an Ontario Place Communications Dispatcher, you may have the opportunity to do the following:

- Answer all inbound calls for information and emergencies on the property, and co-ordinate information delivery to Senior Security Officers as needed.
- Work within the Control Centre at Ontario Place.
- Coordinate response calls to all on-site emergency situations and dispatch staff from the Medical Response Team and Security.
- Create incident reports, maintain logs and issue equipment to staff.

Ontario Place Dock Master/Office Assistant:

Working as an Ontario Place Dock Master/Office Assistant, you may have the opportunity to work on some or all of the following activities:

- Provide excellent front-line customer service in the Marina Office through phone, email and in-person interactions.
- Provide reception duties and/or counter services support, process payments and perform basic mathematical calculations accurately.
- Track and allocate visiting boat applications and assist with creating and issuing parking passes.
- Support staff in providing assistance with administrative and clerical services, maintaining filing system and office files, performing basic data entry functions and preparing documents.

Ontario Place Maintenance Assistant:

Assistance maintenance staff in carpentry, mechanical and electrical services, you may have the opportunity to work on some or all of the following activities:

- Assist carpenters and mechanics with routine duties and special projects.
- Provide support to Park Services during high facility usage periods.
- Assist with routine maintenance of vehicles, equipment and mechanical systems in the Park.
- Assist staff with inspections of facilities and grounds, ground and lawn maintenance, and general building and equipment maintenance.
- Update and complete maintenance and inspection records.

Ontario Place Marina Attendant:

Working as an Ontario Place Marina Attendant, you will have the opportunity to work on some or all of the following activities:

- Maintain the physical appearance of all Marina areas (e.g. remove debris from the water and docks, ensure garbage bins are emptied on a regular basis, etc.).
- Operate and sell fuel and various boat related products at the Marina Fuel Dock.
- Ensure the accurate collection and processing of all revenue from Marina Fuel Dock and ice sales.
- Assist boats in docking / casting off, and maintain good public relations with all Marina patrons, including fielding general inquiries.

Ontario Place Marina Coordinator:

Working as an Ontario Place Marina Coordinator, you will be responsible for the daily operation of the Marina and may have the opportunity to work on some or all of the following activities:

- Ensure that all patrons abide by the rules and regulations of the Marina.
- Ensure the efficient use of all dock and store staff and aid the Assistant Manager in training staff in the various areas of the Marina.
- Ensure the accurate collection and processing of all revenue from Marina Fuel Dock and ice sales.

Ontario Place Parks Services Groundskeeper:

Working as an Ontario Place Parks Services Groundskeeper, you will be responsible for the day-to-day maintenance of the park to ensure a clean and safe environment, and may have the opportunity to work on some or all of the following activities:

- Assist staff with ground and lawn maintenance, brush removal, and clearing culverts.
- Operate a variety of small gas-powered landscape tools to maintain landscaped spaces.
- Assist in the setup, monitoring and clean-up of events.

Ontario Place Security Officer:

Working as part of the larger security team at Ontario Place Corporation to ensure compliance with safety regulations and procedures of the park, guests and staff, you may have the opportunity to work on some or all of the following activities:

- Interact with guests to provide directions to various areas of the park and the surrounding venues and transportation.
- Manage traffic flow and conduct crowd control.
- Attend to minor first aid calls, as needed.
- Maintain the safety of the public and assist in diffusing escalated situations in a professional manner.
- Recognize and escalate complex situations and notify senior Security Officers.

Ontario Place Traffic Services:

Working within the Traffic Services/Event Support Unit as part of the larger security team at Ontario Place Corporation, you will have the opportunity to work on some or all of the following activities:

- Manage traffic flow and conduct crowd control after events to ensure the safety of guests, staff and the park.
- Interact with guests to provide direction within the park and the surrounding venues along with transportation options.
- Provide first aid services, where required.
- Maintain the safety of the public and assist in diffusing escalated situations in a professional manner.
- Recognize complex situations and notify Senior Security Officers.

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PARKS JOBS

Learn to Camp/Learn to Fish Program Leader:

Working as a Learn to Camp/Learn to Fish Program Leader, you will have the opportunity to work in a team to lead all aspects of Ontario Provincial Parks' Learn to Camp and Learn to Fish educational programs, including some or all of the following activities:

- Prepare and deliver teaching sessions based on an established curriculum.
- Maintain, track and manage all equipment required for program delivery.
- Maintain accurate records (e.g. equipment inventory, attendance records) and complete post-program reports.
- Support program marketing activities provincially and locally.

Lifeguard:

Working as a Lifeguard, you will have the opportunity to perform lifeguard and swim instructor duties in a clinical setting to children and youth, which will include the following activities:

- Ensure the safety and supervision of the pool and occupants.
- Provide lessons to children and youth on how to swim and on general water safety.
- Provide customer service by maintaining public relations and professional interaction with children and youth, parents, clinicians and external contractors.
- Maintain filtration system and water chemistry of the pool by conducting chemical tests of the pool several times per day, working with the external contractor for chemicals (limited exposure).

Ontario Parks Warehouse Marketing Assistant:

Working as an Ontario Parks Warehouse Marketing Assistant, you may have the opportunity to work on some or all of the following activities:

- Market souvenir products and merchandise and provide customer service to
- 80 Ontario Provincial Parks.
- Compile and process product orders from parks and merchandise from manufacturers.
- Prepare orders for shipping to parks, load and unload all shipments, and create shipping manifests.
- Follow up on merchandise inquiries from parks, manufacturers and shippers on merchandise, and follow purchasing procedures to reconcile expenditures.

Park Ranger:

Working as a Park Ranger in an Ontario Provincial Park, you may have the opportunity to work in any of a variety of Park Ranger positions, including:

- **Gate Attendant** – Welcomes visitors, issues park permits, and responds to customer inquiries. Gate Attendants welcome everyone into a Provincial Park.
- **Interior Ranger** – Maintains remote "back country" areas of the parks reaching remote campsites by boat, portaging or hiking.
- **Administrative Assistant** – Assists with clerical work and park administration. This position plays a key role in assisting with finances and scheduling.
- **GIS Data Technician** – Uses Geographic Information Systems (GIS) software to conduct data and spatial trend analysis. This position contributes to vital park development and species management projects.
- **Trail Maintenance** – Ensures trails are accessible and safe for users by removing brush, up keeping trail surfaces and conducting inspections.
- **Discovery Ranger** – Assists in developing and delivering programs to help visitors connect with the natural and cultural resources found within the park. This position supports conservation efforts by monitoring species that are invasive or at risk.
- **Maintenance Worker** – Provides crucial services to the park and visitors, employees work to ensure parks are maintained, pristine, and ready for guests.
- **Park Planner** – Actively assists in the park planning program, enabling the continued growth of Ontario Parks.
- **Park Store Sales Clerk** – Assists in maintaining park stores and gift boutiques. This position involves managing rentals, providing customer service and performing clerical work.

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POLICY JOBS

Policy and Programs Assistant:

Supporting a team in policy and/or program planning and delivery, you may have the opportunity to work on some or all of the following activities:

- Conduct research, perform analysis and synthesize information and data (e.g. develop summaries, options, recommendations, etc.).
- Prepare and file correspondence, perform data entry and word-processing functions, prepare documents and manage schedules, and organize and schedule activities.

Research Assistant:

Supporting a team with research initiatives, you may have the opportunity to work on some or all of the following activities:

- Collect and record data and samples.
- Perform qualitative and/or quantitative research, analysis and evaluation of information and data to produce reports and/or identify trends.
- Prepare and organize correspondence, perform data entry and word-processing functions, and create a variety of documents.
- Provide customer service assistance by responding to public and/or internal inquiries.

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SCIENCE JOBS

Archaeological Collections Management Assistant:

Working as an Archaeological Collections Management Assistant, you may have the opportunity to work on some or all of the following activities:

- Complete inventory, organize and rehabilitate (re-box, re-bag) archaeological collections in ministry storage areas as necessary.
- Assist in the management of the archaeological collections.
- Provide administrative support (e.g. filing, data entry) to help in the maintenance of the collections database and day-to-day office management.

Architectural Conservation Assistant:

Working as an Architectural Conservation Assistant, you may have the opportunity to assist in the monitoring of Provincial heritage easement sites, which may involve some or all of the following activities:

- Inspect and document heritage easement properties.
- Prepare building condition reports based on your findings
- Record management activities for the properties.

Assistant Archaeologist:

Working as an Assistant Archaeologist, you may have the opportunity to work on some or all of the following activities:

- Process artifacts from archaeological excavations.
- Perform collections management duties, including re-packing collections and organizing documentation related to previous digs into a computerized database.
- Participate in fieldwork opportunities across Ontario, involving supervising children (ages 10-14) in the excavation and keeping records of the work.

Chemical Analyst:

Working a Chemical Analyst, you may have the opportunity to work on some or all of the following activities:

- Assist staff with laboratory work in the field of chemical analysis of a variety of sample types (e.g. air, water, soil, fish, and vegetation).
- Assist staff with technical work including sample preparation, analysis and data reporting of various parameters (e.g. nutrients, Biochemical Oxygen Demand (BOD), Chemical Oxygen Demand (COD), metals, Polychlorinated Biphenyl (PCB), pesticides).

Clinical Review Pharmacy Assessor:

Working as a Clinical Review Pharmacy Assessor with a team of pharmacists, technicians, and support staff in the Exceptional Access Program (EAP), you will have the opportunity to work on some or all of the following:

- Assist the EAP team with the processing, assessment, and review of drug funding submissions from across the province.
- Respond to inquiries from physician offices and other health professionals through verbal or written communication.

NOTE: This position is best suited for students that have completed their third year of university in a recognized pharmacy program.

Geological Assistant:

Working as a Geological Assistant, you may have the opportunity to work on some or all of the following activities:

- Assist staff by performing research and data compilation, including assembling information from hardcopy and digital sources, performing data entry and preparing geological material for sampling and analysis.
- Assist staff by performing field work including site visits to outcrops, mineral deposits, occurrences and mine sites, prospector's claims and exploration sites.
- Provide customer service assistance by responding to clients, staff and the public to address their needs.
- Perform office and administrative duties (e.g. filing, photocopying, map reproduction, and digital drafting).

Laboratory Assistant:

Working as a Laboratory Assistant, you may have the opportunity to work on some or all of the following activities:

- Collect trace evidence samples for analysis.
- Work with scientists and technologists to prepare, analyze and/or sort survey samples and standards, using various types of analytical instrumentation.
- Prepare samples for shipping/distribution to assigned destinations/agencies/workstations.
- Perform data entry and/or updating records (e.g. in the Laboratory Information Management System (LIMS)).
- Provide customer service assistance by responding to public and/or internal inquiries.

Land Use Planning Assistant:

Working as a Land Use Planning Assistant, you may have the opportunity to work on some or all of the following activities:

- Assist with the review of various land use planning applications and policy documents.
- Prepare and organize correspondence, perform data entry and word-processing functions, and create a variety of documents (e.g. for consultation sessions or learning courses).
- Conduct research and/or surveys, perform analysis and input data (e.g. on precedents, case studies and emerging trends).
- Interact and liaise directly with clients.
- Prepare public notices, maps and other graphic materials, as required.

Natural Heritage Stewardship Assistant:

Working as a Natural Heritage Stewardship Assistant, you may have the opportunity to work on some or all of the following activities:

- Assist the Natural Heritage team in the monitoring, documentation and management of the Trust's portfolio of environmentally significant properties in Ontario that are owned and/or protected by the Trust.
- Assist the Natural Heritage team in organizing, planning and implementing existing and new natural heritage projects throughout Ontario.
- Perform qualitative and/or quantitative research, analysis and evaluation of information and data to produce reports.

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SOCIAL SERVICES JOBS

Adult Probation and Parole Assistant:

Working at Adult Probation and Parole facilities/offices, you may have the opportunity to:

- Assist probation and parole officers in coordinating case management.
- Support the development and delivery of ministry in-house programs.
- Apply research, analytical and writing skills to prepare a variety of reports.

Assistant Victim Services Aide:

Working as an Assistant Victim Services Aid, you may have the opportunity to work on some or all of the following activities:

- Assist program staff with providing information and support to victims and witnesses of crime in person and over the phone.
- Explain court processes and the roles of key players in the criminal justice system and accompany the client to court.
- Provide administrative support to the program (e.g. assist with receiving, sorting and sending mail, typing letters and reports, answering telephones, etc.)

Early Childhood Education Assistant:

Working as an Early Childhood Education Assistant, you will have the opportunity to provide support to staff in carrying out a range of quality assurance and licensing activities, including:

- Participate in licensing visits to child care centres.
- Work with professional staff (Program Advisors, Policy Advisors) to support work related to licensing child care centres.
- Participate in written communication and documentation related to quality child care programs (e.g. Early Learning Framework).
- Participate in developmental opportunities and team meetings regarding licensing goals, interpretation of relevant legislation, and supporting quality programs.

Litigation Records Search and Review Assistant:

Working as a Litigation Records Search and Review Assistant, you may have the opportunity to work on some or all of the following activities:

- Assist with the implementation of a strategy for the search process for litigation-related records held by the ministry.
- Assist with designing and utilizing tools for an efficient, methodological search process.
- Document findings and process pertinent documents.

Youth Probation Assistant:

Working in probation offices, you will have the opportunity to:

- Assist probation officers in a variety of office tasks, such as maintaining client logs, preparing custody packages and documentation, and liaising with facilities and probation staff.
- Work directly with youth to assist in their rehabilitation.
- Complete administrative duties, including intake interviews and collecting and updating client data.
- Assist in the facilitation of custody placements.

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TECHNOLOGY JOBS

IT Systems Assistant:

Supporting a team in identifying and analyzing client business IT needs, you may have the opportunity to work on some or all of the following activities:

- Support staff with research and writing of feasibility studies including cost/benefit analyses, business requirements, business cases, etc.
- Provide support on system integration analysis or user acceptance testing (UAT).
- Investigate and prepare alternative options and recommend business solutions.

Natural Heritage Information Technician:

Working as a Natural Heritage Information Technician you may have the opportunity to help make Ontario's natural heritage information accessible to those involved in conservation by doing some or all of the following activities:

- Assist Natural Heritage Information Conservation staff with life science fieldwork.
- Assist staff with data collection, trend analysis and map preparation using Geographic Information Systems (GIS) software.
- Create queries using SQL, perform database tasks using Microsoft Access, and perform programming tasks using VBScript, JAVA and HTML.
- Provide customer service assistance by responding to public and/or internal inquiries.

Technical IT Assistant:

Supporting staff with delivering desktop support to meet client information technology needs, you may have the opportunity to work on some or all of the following activities:

- Provide technical support to clients by email, phone, in person, or using remote access.
- Assist with investigating, analyzing and resolving all operational incidents and requests for change.
- Determine root causes and develop solutions that consider systems administration, technical, operational and service problems.

Web Development Assistant:

Supporting a team in the planning, development, writing and implementation of content and strategies for web sites, you may have the opportunity to work on some or all of the following activities:

- Use content management systems and/or coding to refresh and update web sites.

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