



# Administration Student

## Tay Township - Employment Opportunity

### Student, Contract Position (On-Site) – Spring/Summer 2025

Tay Township, located on the sunset shores of Georgian Bay, is seeking a driven individual to join #TeamTay for the 2025 Summer Term (late April to August) as an Administration Student. Tay Township proudly offers students a hands-on learning environment based on variety, development, and mentorship.

Reporting to the Chief Administrative Officer/Deputy Clerk, or a designate based on the primary area(s) of responsibility for the employment period, the Administration Student is responsible for providing administrative and customer service support to various departments/divisions on a rotational basis.

For Summer 2025, this incumbent will primarily work with Legislative Services, and Protective and Development Services, and provide frontline customer service coverage.

### Qualifications

- Active enrollment in post-secondary education at an accredited educational institution; enrollment in Business Administration, Office Administration, or another relevant discipline, is considered an asset.
- Related cooperative education/work experience is considered an asset; preference may be given to those with experience in a municipal or public sector environment, but public sector experience is not a requirement.
- Strong computer skills including word processing/spreadsheet software, internet and e-mail programs and related office equipment; established writing skills with a high level of accuracy; developed proofreading skills and careful attention to detail; written and oral communication skills, and technical skills.

The pay rate for this Full-Time, Student Contract position is \$18.75 per hour with a 35-hour work week.

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**Join #TeamTay today and help transform the way local government connects with the community it serves.**

Interested applicants are encouraged to do the following:

1. Reference the complete position description including comprehensive qualifications available on the Tay Township website – [www.tay.ca/jobs](http://www.tay.ca/jobs)
2. Please submit (1) a cover letter and (2) a resume via email by **4:00 p.m., Friday, January 17, 2025**, to the attention of **Human Resources (HR@Tay.ca)**.

Application Notes:

- Please reference **'2025-002'** within the email subject line.
- Please indicate how you heard about this opportunity within your application.

We appreciate the interest of all applicants, however, only those candidates selected for consideration will be contacted. Only applications submitted through email communication will be accepted. All applicants must provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided.

Personal information collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act will only be used to determine eligibility for potential employment. Tay Township is an inclusive employer committed to providing a fully accessible recruitment process. Please contact us during the recruitment process and let us know what accessible support you may need.

Posted: 2024-12-17



**POSITION DESCRIPTION  
TAY TOWNSHIP**

<b>Position Title:</b> Administration Student	
<b>Position Classification:</b> Student	<b>Pay Band:</b> Student - 1
<b>Department/Division:</b> Various	<b>Reports to (Directly):</b> Chief Administrative Officer/Deputy Clerk
<b>Direct Reports:</b> None	<b>Indirect Reports:</b> None
<b>Revision Date (s):</b> December 2024; January 2024; January 2023	<b>Hours Per Week:</b> 35

**Position Summary:**

Reporting to the Chief Administrative Officer/Deputy Clerk, or a designate based on the primary area(s) of responsibility for the employment period, the Administration Student is responsible for providing administrative and customer service support to various departments/divisions on a rotational basis.

**Learning Objectives:**

- ❑ Gain an understanding of the structure and functions of Municipal Government, including the roles of various departments and officials.
- ❑ Gain an understanding of managing Township records, in compliance with legislation.
- ❑ Develop skills in public communication, including preparing public notices, handling inquiries, and engaging with residents.
- ❑ Gain an understanding of project management, such as the planning and execution of Township projects and events, learning to coordinate resources, timelines, and stakeholder communication.

## **Responsibilities:**

1. Provides administrative support to various Township departments/divisions, assisting with software data entry, and the research, composition, preparation, and proofreading of correspondence and documents, as required.
2. Provides coverage for staff in various departments; involvement in dealing directly with the public.
3. Assists with the planning and execution of Township events and special projects, as required.
4. Responds to public inquiries via telephone, correspondence, and in-person, providing necessary information and routing general Township inquiries accordingly; answers telephone, records messages, screens, and redirects calls to convey and receive information Assembles, collates, and distributes written and electronic materials, as required.
5. Manages documents in accordance with the Township's Records and Information Management (RIM) system and The Ontario Municipal Records Management System (TOMRMS), including ensuring that confidential information (property owners, staff, and confidential matters) remains secure.
6. Models the Township's values by learning, being comfortable with new ideas, and having the curiosity to seek innovation and the courage to seek change; explores new technologies/best practices to re-think administrative practices and identify initiatives that can deliver greater benefit for Tay community members.
7. Maintains a high degree of confidentiality and security of information; where information is developed before Staff/Public release, ensures the confidentiality of information produced.
8. Ensures compliance with the Occupational Health and Safety Act and other applicable legislation by following the Township's Health and Safety program, procedures, and best practices.
9. Performs other related tasks and functions as assigned that are required or determined by the Township's requirements relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **Qualifications:**

### **Education, Certifications, and Training**

- Active enrollment in post-secondary education at an accredited educational institution; enrollment in Business Administration, Office Administration, or another relevant discipline, is considered an asset.
- OSSD (Ontario Secondary School Diploma) or equivalent.

### **Experience**

- Related education/work experience is considered an asset; preference may be given to those with experience in a municipal or public sector environment, but public sector experience is not a requirement.
- Experience in the use of the following programs/software or similar is considered an asset:
  - Microsoft 365 Applications
  - Laserfiche

### **Skills and Competencies**

- Strong computer skills including document management, word processing, spreadsheet, and presentation software, internet and e-mail programs and related office equipment.
- Established writing skills with a high level of accuracy; developed proofreading skills and careful attention to detail.
- Ability to work independently in a safe, effective, and efficient manner, with the ability to problem solve.
- Written and oral communication skills, and technical skills.
- Developed acumen, emotional intelligence, and interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, committees, community groups and organizations, and the public with the ability to exercise tact, diplomacy, and good judgement always.
- Demonstrated ability to relate to and/or appreciate all levels of stakeholders with multiple and sometimes competing priorities.
- Collaborative team player focused on practical, timely solutions; demonstrated team building and relationship management skills and a proven ability to work across departments and with stakeholders.
- Resolves conflicts without major disruption to workflows or interpersonal relationships.

### **Effort, Physical Demands and Working Conditions:**

- Regular workweek – 35 hours; may be subject to variable days and hours of work.

- Performance of duties normally takes place in an indoor office environment; environments may also include out-of-office events/meetings.
- Position involves physical efforts of sitting, standing, walking, and prolonged computer/office equipment use.
- Position involves mental and visual concentration with close attention to detail, including reading, analyzing, writing, providing, and presenting information, balancing multiple demands, dealing with interruptions/distractions, and addressing evolving and tight deadlines; involves contact with stakeholders that can include uncomfortable/sensitive situations.
- Problem-solving/decision-making efforts and responsibilities include a degree of analysis; decisions are to be made within the corporate mandate by following methods, guidelines, policies, or procedures; position requires confidentiality and discretion in many aspects of the work.

**Employment Conditions:**

- Satisfactory Criminal Record and Judicial Matters Check (CRJMC) provided via the Ontario Provincial Police.