

## Job Description – Summer Student

<b>Position Title: Summer Student – Digby Base Office</b>	
<b>Dates: July 2- August 30th</b>	<b>Hours: 8am-4:30pm</b>
<b>Location:</b>	<b>Public Transit Options: No</b>
<b>Overview of Role and Project-Types:</b>	
<p>If you are interested in working in an office and using your skills that you as well as learning new ones this could be the job for you. During your time with the department, you will be doing many different administrative tasks. Some of these could be supporting payroll, maintaining, and creating storage in e-files, answering emails and even booking appointments. If working with excel sheets and data entry is of interest that is certainly something you could do in the office as well.</p> <p>This will not be a very physical job but on certain days it might be quite busy. You will always have the support of who ever is working in the office with you on those busy days.</p> <p>If you are already enrolled in a community college program, or working on a university degree, we will work with you to try and provide opportunities in the office that can support the program you are doing in school.</p> <p>As part of the office staff you will have the chance to work each day with highly trained people, connect with some who are working on our roads, and give you insight into several possible career options.</p> <p>The team you will be working with has worked with students before. As a youth from a Mi'kmaw community, you will have a mentor. The mentor will be someone from your community. The mentor will not be on site with you everyday but will be able to connect with you and your supervisor every week and more often if you wish. They will help to provide a welcoming environment and will work with you and your supervisor to give you the best possible experience.</p> <p>At the end of the summer, you will have a better understanding of the types of jobs that are available across many different government departments, not only at Public Works.</p>	
<b>Careers Related to this Work:</b>	
Office Administration, Policy Advisor	
<b>How to Apply:</b>	
<p>If you are interested in this position, please send a letter of interest and resume in a sealed envelope marked Chief and Council – DPW Job Position by June 3 - 3 PM. Leave it at the front desk of 48 Reservation Road.</p>	