

TDSB Summer Employment Opportunities

Several thousand youth are hired annually in a variety of summer student positions across the Ontario Public Service (OPS), its related agencies and community groups. In the Toronto District School Board (TDSB), summer employment opportunities are **full-time, temporary** positions for **6 weeks** between **July and August**.

Applicants must meet **ALL** eligibility criteria and indicate in their Resume and/or Cover Letter how they meet these requirements:

1. All summer jobs require "**student**" **status**. A student is defined as someone currently enrolled in secondary, or post-secondary institutions or within six months of graduation, e.g. if a student graduated in Dec. 2010, they could apply for an OPS summer student position up until May 2011.
2. Students to be between **15 to 24 years old** (up to 29 for person with a disability) on the first day of employment; while other jobs don't have an age restriction. The required age range will be specified in the Job Ad/Pre-screening questions.
3. Students must be **residents of Ontario**.
4. Students must be **legally entitled to work in Canada**.

There are four (4) TDSB Summer Employment Opportunities available in 2011:

Project Assistant (ID # SEP-11-01T): Assist with the office administrative and clerical support.

Qualifications:

- Administrative and Clerical Skills
- Excellent Spreadsheet & Word processing Skills
- Excellent Communication & Organizational Skills

Marketing Assistant - Graphic/Web Design (ID # SEP-11-02T): Assist in developing/revamping promotional materials (flyers, brochures, ads, displays, etc.), while following the required guidelines; search for information, pictures and data that will appear on the materials; ensure files are archived according to the system in place; assist in updating web content for projects; other responsibilities as assigned.

Qualifications:

- Creative, organized and detail oriented;
- Skilled in current business applications such as MS Office (Word, Excel, PowerPoint, Publisher, etc.); skilled in graphic design applications such as Adobe Creative Suite (Illustrator, Photoshop, InDesign, Adobe Professional, etc.); basic knowledge of Web development applications (i.e. Flash, Dreamweaver)
- Knowledge of printing/production processes and colour systems is an asset.
- Please submit 3-5 portfolio samples in JPEG or PDF with your application.

Partnership Assistant (ID # SEP-11-03T): Support the Partnership Development office including improving the efficiency of the partnership database and web presence; Assist with enhancing database application; Document and update database user guides; Verify and validate data input, searches and reports; Review and update workshop and presentation materials; Other related duties as assigned

Qualifications:

- Knowledge of programming language(s) will be an asset as well as Microsoft Outlook, Word, PowerPoint and Excel
- Good organizational and problem-solving skills
- Strong communication (oral and written) and interpersonal skills
- Ability to work both collaboratively and independently
- Excellent use of internet for research

IT Assistant (ID # SEP-11-04T): Assist with re-imaging, collecting hardware and software inventory, update memory of approximately 250 computers. Document and update the following: network servers, passwords, network printers configuration and passwords, program/project share folders and its user, backup of server images for each site and its instructions to restore.

Qualifications:

- Client Service and Communication Skills
- Network Support/hardware and software support skills
- Data management skills, programming, problem solving, documentation, communication (oral and written) and research skills

Send application by April 25th, 2011 to:

Toronto District School Board
5050 Yonge Street, 3rd Floor
Contracted Services Department
Toronto, ON M2N 5N8

OR by email to:

tdsb.sep@hotmail.com

Please quote job ID # in the subject line of the e-mail.