



Student Positions Applicant Information and Instructions

Students interested in applying for positions must review the applicant information and follow the instructions provided below.

Eligibility Requirements:

- Must be a full-time student (secondary school, college, or university) during the current academic year and returning full-time the next semester.
- Legally able to work within Canada.
- At least 16 years of age as of April 1 of the employment year.
- Apply online only through our website, leamington.ca/careers
- Apply for **each desired position** before the deadline (late applications will not be considered).

Note: New and returning students must apply online to be eligible.

Application Requirements:

- Proof of enrolment for the current school year (issued by the registrar or school office) is mandatory and must be attached to your application. Class schedules or payment receipts will not be accepted and may result in disqualification.
- Availability for evening and weekend shifts is required.

Upon Hire:

- A satisfactory police clearance (dated within 30 days of hire) is required.
- A satisfactory driver's abstract (driving record) may be required.
- If applicable, students must supply CSA-approved (Green Patch) safety footwear.
- Appropriate work clothing must meet departmental standards.
- Personal Protective Equipment (PPE) provided by the Corporation must be used as required.
- Mandatory online health and safety training must be completed before starting work.

Please continue to the next page for Job Posting.



Career Opportunity – Internal/External Posting

Planning Student Community and Development Services

Position Summary:

Reporting to the Manager of Planning Services, the Planning Student will contribute to the technical review and analysis of Planning Act applications and will provide administrative and clerical support to Planning Services.

Key Responsibilities:

- Provide excellent customer service for Planning Services inquiries.
- Provide administrative support, including assistance with correspondence, the preparation of notices, agendas and minutes and participation in meetings as needed.
- Assist staff with conducting site visits and providing support for the preparation of Committee of Adjustment reports for presentation to the Leamington Committee of Adjustment.
- Assist with records retention and the maintenance of planning files and materials.
- Assist in research and preparation of special projects, mapping, data collection, presentations and displays.
- Assist the Manager, Planning Applications Supervisor, Planners and other staff in Planning Services as needed.
- Comply with the Occupational Health and Safety Act, applicable legislation, and the Municipality's Health and Safety Program.
- Other duties as assigned.

Qualifications, Knowledge and Skills:

- Must be a post-secondary student, enrolled in studies from programs related to Land Use Planning, GIS, Environmental Studies, Community and Sustainable Development.
- Must have strong organizational and research skills.
- Must have strong communication, written, verbal and presentation skills.
- Must be proficient in computer applications, including Microsoft Office and other publication-related software programs.
- Must possess a valid Ontario Class G2 or G driver's licence.
- Student membership in OPPI and/or CIP is an asset.
- Must obtain a satisfactory police clearance upon hire.

Hours of Work and Working Conditions:

35 hours per week (Monday-Friday). Overtime may be required.

Employee Group:

Student, Non-union.

Wage Rate:

\$23.67 per hour (2025 Rates).

Closing Date:

Applications must be received by 11:59 PM, Sunday, February 9, 2025.

How to Apply:

Interested candidates must apply online through our website: leamington.ca/careers

We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761