



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

Record Management Student Legislative Services

Position Summary:

Reporting to the Deputy Clerk/Records and Information Manager, the Records Management Student will assist the Legislative Services department with implementing and maintaining the Municipality's Records Management System. This includes scanning historical and current documents into an electronic database. The position will play an important role in preparing physical records for digitization and support this project by tracking progress.

Key Responsibilities:

- Assist with inventory of archival records.
- Assist with the identification of vital records.
- Support the handling and disposition of records.
- Assist with completing records classification and retention clean-up projects.
- Assist with conducting an annual review of the records retention schedule.
- Assist with the preparation of physical records for digitization.
- Day-to-day records management duties.
- Comply with applicable provincial and municipal legislation, including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, 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 related to records management or library and information management.
- Must have strong organizational and problem-solving skills with excellent attention to detail.
- Must be highly motivated and work well in a team environment.
- Must be proficient in the use of computers and current related software (scanning technology, Microsoft Office, and database applications).
- Experience with categorizing, retrieving and refiling records as well as organizing their contents.
- Must possess a valid Ontario Class G2 or G driver's licence.

- Must obtain a satisfactory police clearance upon hire.
- Heavy lifting, up to 25 pounds, may be required at times.
- Must be capable of using judgment and maintaining confidentiality.

Hours of Work and Working Conditions:

35 hours per week.

Employee Group:

Student, Non-union.

Wage Rate:

\$23.67 (2025 Rates).

Closing Date:

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

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