



Canada Summer Student Position

POSITION SUMMARY

WEST is Hiring Students for Canada Summer Jobs 2022

Administrative Assistant – Office 4 vacancies each for May and June respectively

Teaching Assistant - 4 vacancies in July

Duration – 6 weeks

Hours of work – 35 hours/week

PRIMARY DUTIES AND RESPONSIBILITIES

- Students in this position will assist in a variety of duties including, but not limited to working with databases, emails, internet research, answering phones and filing.
- Students may also be required to assist WEST clients in resourcing information as part of their customer services responsibilities.
- Students will also assist program instructors as a liaison between instructors and clients, provide tutorial support to clients, assist in the preparation and grading of assignments, assist in class as required, etc.
- Provide academic assistance to students during office hours.
- Report to the Program Coordinator providing administrative support to the program staff.
- Perform additional duties as assigned

ELIGIBILITY REQUIREMENTS

- Be between 15 and 30 years of age at the start of the employment
- Have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Essential Skills:

Effective communication, organizational and time-management skills; high level of confidentiality; strong typing and data management skills; work independently and as a part of a team;

Apply in writing with a cover letter and resume to: careers@westofwindsor.com



Women's Enterprise Skills Training of Windsor Inc.

647 Ouellette Avenue, Suite 201, Windsor, Ontario N9A 4J4, 519-256-6621

WEST Inc. reserves the right to hire during the posting period. We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret we cannot confirm that our office has received resumes.

(Accommodations available upon request)