

JOIN OUR TEAM!



THE ROLE

Student Assistant, Planning & Development

This is a **temporary full-time** role at the County. The hourly compensation for this role is **\$22.343**.

THE OPPORTUNITY

Join our dynamic Planning & Development Team!

The role of Student Assistant will offer valuable experience in municipal planning including zoning applications, site plans, and various administrative duties that will help achieve our goals. Specifically, this position assists with development applications, data collection & research for special projects, writing reports and much more!

If you are an eager student with a desire to learn more Municipal Planning & development, apply today to become an essential part of the Haldimand County Team!

THE PERKS

- Lieu of Vacation
- Defined Benefit Pension
- Networking Opportunities
- Wellness Programs
- Safe & Friendly Work Culture
- EFAP Program
- Career Growth
- Networking Opportunities



- Enrolled in post-secondary education
- Returning in September full-time



- Some current related experience or education



- Interpersonal Communication
- Active Learning
- Initiative

THE COUNTY

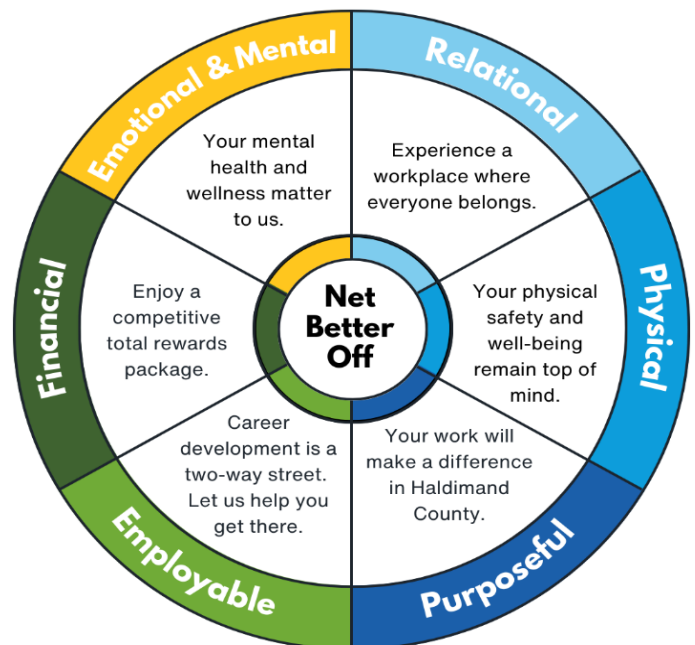
Haldimand County is committed to providing valuable work experience for students - without having to leave your community. Student positions are designed to provide leadership opportunities with future room for growth. With a focus on excellence, our county stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding career where we prioritize the skills to help you grow.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive workplace.

THE NEXT STEPS

If this sounds like you, please submit your application online at www.haldimandcounty.ca/careers.

This posting closes on **January 31, 2024 at 4:30 p.m.** Visit our careers page for more opportunities.



JOB DESCRIPTION



Student Assistant, Planning & Development

POSTING PERIOD: December 15, 2023 – January 31, 2024	Employer Group: CUPE Local 4700 (Haldimand) Reporting To: Supervisor, Planning & Development
Grade: Student 3 Wage Per Hour: \$22.343/ per hour (October 2023)	Position Status: Temporary Full-Time Hours Worked Per Week: 35 Location: Haldimand County Administration Building

CORE COMPETENCIES:

Interpersonal Communication | Initiative | Active Learning

POSITION SUMMARY:

The student assistant position of planning and development performs a range of administrative and land use planning functions within a single tier municipal government. The term of employment would be for 16 weeks commencing in early May.

QUALIFICATIONS, KNOWLEDGE & SKILLS

Education

- Enrolled in post-secondary education, specifically related to planning, geography or another related program.
- Returning to school on a full-time basis in September.

Experience

- Experience or education related to land use planning, municipal government, agriculture, or the natural environment are considered assets for this position.

Knowledge/Skills

- Effective written and oral communication skills are essential.
- Time management skills and the ability to work independently are also beneficial for this position.
- Working proficiency in Microsoft Office Suite is required and knowledge of ESRI Geographic Information Systems (GIS) software is an asset.
- Technological Aptitude
 - Demonstrated intermediate computer skills to utilize various technological devices and programs while adhering to cybersecurity and best practices.
 - Intermediate knowledge of MS Office (Word, Excel, Outlook, PowerPoint)

RESPONSIBILITIES

The incumbent is expected to but not limited to:

- Administrative Duties
 - Assisting with mailings, filing, copying, or data inputting.
 - Research on special topics.

- Website content updates.
- Activities related to the processing and review of development applications including zoning amendments, consents, minor variances and site plans.
- Assistant at public meetings or open houses.
- Attending meetings.
- Drafting basic reports.
- Data Maintenance
 - GIS data maintenance or editing

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

WORKING CONDITION(S):

- Monday to Friday 8:30am to 4:30pm.

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at hrhelpdesk@HaldimandCounty.on.ca.

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.