



The Corporation of the Township of Uxbridge Employment Opportunity

Summer Student Employment Opportunity Legislative Services Department – Clerks Junior Assistant

The Township of Uxbridge is accepting applications for a Summer Student placement within the Legislative Services Department. An applicant should be currently enrolled in a post-secondary education program and returning to continue their education in September 2025.

Duties and Responsibilities:

- Assists with file maintenance, including Laserfiche scanning & index updating.
- Provides main receptionist relief, including mail processing.
- Completes various tasks as assigned by Clerk and Deputy Clerk.

Skills and Qualifications:

- Excellent oral & written skills.
- Customer service skills, including ability to deal with the public and staff in a courteous and tactful manner.
- Proficient in the use of computers and current related software.
- Self-starter with demonstrated strong time management and organizational skills.
- Must possess a valid Driver's Licence.

Applicants should submit a cover letter together with a detailed resume in an email with the subject line clearly identifying the position being applied for to Emily Elliott, Deputy Clerk, at the email address: eelliott@uxbridge.ca on or before **January 31, 2025**.

We thank all applicants for their interest, however only those being considered for an interview will be contacted.

The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario *Human Rights*



Code. These commitments also apply to our Board and Committee recruitment and selection processes.

Personal information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

If you require accommodation at any time throughout the employment activities process, please contact us at: 905-852-9181 ext. 209, accessibility@town.uxbridge.on.ca or by visiting www.uxbridge.ca and we will make every effort to provide appropriate assistance pursuant to the Township of Uxbridge Employment Activities Accommodation policy.