



## SUMMER STUDENT – CAPITAL PROJECTS ASSISTANT

### COMPETITION # 17-031

The incumbent will provide support to the Plant department with various stages of capital planning and projects processes. He/she will assist with updating and creating school drawings using AutoCAD, engage in statistical analysis of data and information and conduct research on current projects and plans. He/she will assist with project work, report writing, data entry and research. He/she may also provide administrative support to other departments of the Board during the summer as needed.

#### Qualifications

- Enrolled in an architecture or engineering post-secondary program;
- Proficiency in the use of AutoCAD and Microsoft Office;
- Ability to read and interpret building plans and maps;
- Excellent written and oral communications skills;
- Ability to work independently and as part of a team

**Location:** Timmins, ON  
**Anticipated Period of Assignment:** May 8, 2017 until mid-August  
**Salary:** Schedule to be determined - Approx. 220 hours  
\$11.87/hour + 4% vacation pay

Applications may be submitted to the undersigned by  
Thursday, April 27, 2017 at 4pm.

**Mélanie Bidal-Mainville, Manager of Human Resources**  
**Northeastern Catholic District School Board**  
**383 Birch Street North**  
**Timmins, Ontario P4N 6E8**  
[hr@ncdsb.on.ca](mailto:hr@ncdsb.on.ca)

*Please quote competition number. We wish to thank all applicants, however, only those selected for an interview will be contacted.  
We are an Equal Opportunity Employer.*

**Funding for this position has been provided by the Ontario Public Service through the Summer Experience Program**

Rick Brassard  
Chair of the Board

Glenn Sheculski  
Director of Education