

## JOB OPPORTUNITY

**Position Title:** Summer Student

**Position Type:** Fixed–Term \*OPSEU represented

**Position Duration:** June to September 2026

**Location:** Mississauga, Ottawa, Thunder Bay

**Salary Range:** \$18.12 to \$18.65/hour

**Hours of work:** 36.25 hours/week

**This posting is applicable to:** Post-Secondary Students (*current and recent graduates*)

**Skilled Trades Ontario (STO) is a Crown agency** responsible for skilled trades certification in Ontario, which includes:

- **Establishing apprenticeship programs**, including training standards, curriculum standards and certification exams.
- **Administering apprenticeship programs**, including approving apprentices and sponsors, registering training agreements and assessing applications for apprenticeship program completion.
- **Issuing certificates of apprenticeship** to completed Ontario apprentices.
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario.
- **Administering exams**, including certifying exams, in all trades subject to certifying exams.
- **Issuing Certificates of Qualification** in all trades with certifying exams.
- **Renewing Certificates of Qualification** in compulsory trades.
- **Maintaining a Public Register** of people authorized to work in compulsory trades.
- **Researching** apprenticeships and the trades.

Skilled Trades Ontario (STO) is currently hiring summer students for various roles within the organization to support operational priorities, address workload pressures and advance key deliverables while also providing a meaningful work experience and investing in early career development for the students.

### **Roles and Responsibilities:**

#### **1. Client Service Consultants**

- Reporting to: Supervisors, Client Services/Registration and Assessments in the Registration Services Department
- Responsibilities:
  - Handling inbound calls and email support.
  - Processing registration and assessment applications.

- Document sorting for scheduled secure shredding pick up dates.
- Daily reception coverage for lunch/breaks
- Office Location: **Mississauga**
- Days in Office: 3 to 5 days/week

## 2. Administrative & Operations Assistant

- Reporting to: Regional Manager, Apprenticeship Services in the Regional Operations Department
- Responsibilities:
  - Administrative support functions
  - Scantron preparation and exam support activities
  - Shipping and receiving coordination
  - Inventory verification and tracking
  - Coverage coordination and operational support
  - General office and logistics support duties
  - Assisting with departmental projects and operational priorities as assigned
- Office Location: **Ottawa and Thunder Bay**
- Days in Office: 4 to 5 days/week

## 3. Policy and Research Assistant

- Reporting to: Manager, Policy and Research in the Policy and Research Department
- Responsibilities:
  - Assisting with several ongoing research and policy projects.
  - Assisting with system enhancements/data quality in QuickBase platform.
- Office Location: **Mississauga**
- Days in Office: 1 to 2 days/week

## 4. Examination Assistant

- Reporting to: Manager, Exam Administration in the Regional Operations Department
- Responsibilities:
  - Manage inventory of paper-based exams in accordance with security protocols and document maintenance standards.

- Prepare, secure and distribute exam materials including paper-based exams, digital files and contingency kits in compliance with security protocols.
- Manage shipping, storage and retrieval of exam content.
- Office Location: **Mississauga**
- Days in Office: 3 to 5 days/week

## 5. Project Assistant

- Reporting to: Project Manager in the Corporate Reporting Department.
- Responsibilities:
  - Actively contributing to skilled trades projects and initiatives under the WSIB program.
  - Gaining immersive, career-defining experience working alongside industry professionals in a regulatory environment that shapes the future of skilled trades across Ontario.
  - Building transferable professional skills including research, analysis, stakeholder communication and project coordination that serve as a powerful foundation for a future career.
  - Making a tangible impact by supporting programs and policies that increase workforce participation and help address Ontario's growing demand for skilled trade professionals.
- Office Location: **Mississauga**
- Days in Office: 2 to 3 days/week

## 6. HR Assistant

- Reporting to: Manager, HR in the Human Resources Department.
- Responsibilities:
  - Assisting the talent acquisition team in coordinating interviews, on-site interview facilitation, participating on panels (where appropriate and for experience purposes)
  - Supporting the Payroll and Benefit Specialists as required
  - Working with HR Business Partners in updating existing job descriptions and moving into new job description template
  - Cleanup of HR SharePoint folder and reorganization of electronic file management practices
  - Providing backup and support to HR Business Partners as needed
- Office Location: **Mississauga**
- Days in Office: 2 to 3 days/week

## 7. IT Assistant

- Reporting to: Director, IT in the IT Department.
- Responsibilities:
  - The summer student will engage in the following work an additional project as assigned.
  - Work with the support and security team to fully develop the office 365 E5's CoPilot AI capabilities.
  - Research Copilot functionalities and features to improve current work processes in business operations
  - Research the incorporate of AI use in a chatbot proof of concept pilot.
- Office Location: **Mississauga**
- Days in Office: 1 to 2 days/week

### Qualifications:

- Current or recent post-secondary graduate.
- Must be able to commute to our office locations (Mississauga, Ottawa or Thunder Bay) up to five (5) days per week.
- Must be able to commit to the duration of the contract (June to September).

### Our Recruitment Process Includes:

- Step 1: Resume Screening
- Step 2: Phone Screening
- Step 3: Panel Interview(s)/Assignment
- Step 4: Selection
- Step 5: Offer of Employment

How to Apply: Please submit your resume and indicate the role of interest to ADP via the following link:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ca763c0a-275d-409e-95c5-2b5d98d0de89&cclId=19000101\\_000001&jobId=611067&lang=en\\_CA&source=CC2](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ca763c0a-275d-409e-95c5-2b5d98d0de89&cclId=19000101_000001&jobId=611067&lang=en_CA&source=CC2)

We thank all applicants for their interest and will only contact those whose skills, knowledge, and experience most closely match the requirements of the position.

*Skilled Trades Ontario embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Skilled Trades Ontario's Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to Skilled Trades Ontario. We welcome applications from all qualified persons.*

*Skilled Trades Ontario is an equal opportunity employer.*