



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

Memorandum HRS20-21068

To: All Staff

From: Mike O'Neill, Superintendent of Education, Human Resource Services

Date: June 1, 2021

Subject: **Summer Student Employment Opportunity 2021**

Human Resource Services is accepting resumes for summer student employment. To qualify for student summer employment with DCDSB, applicants must have completed their first year of college or university and will be returning to full-time post-secondary studies in September 2021.

Summer employment will be for approximately an eleven (11) or twelve (12) week period, which we anticipate to commence on Monday June 14, 2021 and will end on or before Friday September 3, 2021. It is important to note that summer employment start and end dates may be amended based on operational requirements.

Please note:

- 8 Students will be assigned to Facilities Services, where they may be required to paint, move furniture, clean in schools, perform outdoor work/gardening and other manual tasks. Experience in the Trades and previous experience with physical labour are an asset.
- 3 Students will be assigned to Information and Communications Technology and must be in a related program of study and have a valid driver's license with access to a car to drive from school to school.
- 1 Student will be assigned to Durham Student Transportation Services and must be in a related program of study.
- Successful candidates must possess a valid Ontario driver's license, up to date motor vehicle insurance and daily access to a vehicle during the period of employment.
- A current Criminal Background check with the Vulnerable Sector suitable to the Board is a condition of employment. This document may be submitted after the offer of employment has been extended.
- The rate of pay is \$15.00 per hour plus 4% vacation less statutory deductions required by law, i.e. Income Tax, Canada Pension Plan, Employment Insurance etc.
- Candidates will be contacted no later than June 8 and interviews will take place later that week.

- Successful candidates will be provided with an Orientation session the first day of employment Monday, June 14, 2021.
- Preference will be given to applicants who have not previously been employed as part of the Board's summer student employment program.
- Please include the name and relationship to Board employee(s), if any in your resume.

The deadline for applications from qualified post-secondary students is **4:00 pm Monday, June 7, 2021**.

Resumes are to be e-mailed only to hr@dcdsb.ca.

please add **"2021 Summer Student Program"** in the email subject line and must include two (2) professional/personal references with contact information (name, relationship to reference, position held and organization name, telephone number and e-mail address.

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The Durham Catholic District School Board believes that fostering an inclusive, anti-racist and equitable culture is a moral imperative. Helping the diverse students we serve in reaching their full potential, and, ensuring that every member of this community is valued, are foundational pillars at our Board. We invite and encourage applications from all qualified individuals that are traditionally underrepresented and under recruited in our workforce.

Pursuant to the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), if you require accommodation at any time throughout the application process, please contact Sonja Ruby, Human Resources Associate at sonja.ruby@dcdsb.ca prior to the closing date so that appropriate arrangements can be made.