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[Veterans](#)
[Job Alerts](#)
Apply By: Saturday, February 3, 2024 11:59 pm EST

 [PRINT](#)

Student – Information Management Jobs

Organization: Various Ministries

Division: Various Divisions and Branches

City: Kenora, North Bay, North York, Peterborough, Sault Ste Marie, South Porcupine, Thunder Bay, Toronto

Language of Position(s): English

Job Term: 36 Temporary positions ranging from 6 - 18 weeks between May and September

Job Code: Student 1 - Student Level 1, Student 2 - Student Level 2

Salary: \$16.55 - \$17.40 Per Hour*
*Indicates the salary listed as per the OPSEU Collective Agreement.

Posting Status: Open

Job ID: 208658


[Apply Online](#)

Are you a student or recent graduate looking for an opportunity to build your career over the summer? Are you passionate about making a difference? The Summer Employment Opportunities program provides opportunities to obtain valuable work experience, gain transferable skills, and build professional networks.

Submit an application today for these summer employment opportunities:

- Information Management Assistant
- Library and Information Management Assistant

Note: When submitting an application for this posting, please indicate on the application form which job type(s) you are applying to. You can apply to multiple opportunities.

Information to assist you with the application process is available on the [Summer Employment Opportunities website](#).

This job posting represents multiple positions within different ministries and at various locations across Ontario. Certain cities may be located in distant or remote areas in Ontario and may not be accessible by public transit. Carefully review locations through [Google Maps](#) and select ONLY those locations that you are able to travel to and work in. You can select up to 10 locations.

Notes:

- Relocation expenses and/or accommodations are not covered by ministries.
- The number of positions to be filled is approximate and subject to change.
- Please use your legal name when applying to the job ad.

OPS Commitment to Diversity, Inclusion, Accessibility, and Anti-Racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace. We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions. Visit the [OPS Anti-Racism Policy](#) and the [OPS Diversity and Inclusion Blueprint](#) pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code](#). Refer to the "How to apply" section if you require a disability-related accommodation.

What can I expect to do in this role?

Information Management Assistant Work Description:

As an Information Management Assistant, you may have the opportunity to work on some or all of the following activities:

- Assist with updating, quality control, and supporting management of information from various sources to catalogue information for on-going project.
- Assist in creating and delivering information management training materials to distribute the information to one or more audiences within the organization.
- Provide timely service working within tight timelines.
- Participate as a team member in weekly branch and biweekly Information Management Coordinators Committee meetings.

Library and Information Management Assistant Work Description:

As a Library and Information Management Assistant, you may have the opportunity to work on some or all of the following activities:

- Respond to information research and reference queries, and assist library users in the use of library resources.
- Catalogue and process materials using an automated library system and following established protocols.
- Assist in a library digitization project, sorting and preparing documents for scanning, and updating in-house database.
- Assist with the day-to-day operations of the library, including book and periodical circulation, check-ins, and shelving.
- Plan, organize, coordinate, and manage daily assigned work.

How do I qualify?

Mandatory

You must meet **all** eligibility criteria by the first day of employment (contracts begin between May and July):

1. **Student Status:** You must be enrolled in a secondary or post-secondary institution (currently or for the fall semester) OR you must have graduated within the past six months (for example, if you graduated in December, you can apply for and start a summer student position up until June of the following year).
2. **Age:** You must be a minimum of 15 years of age. There is no maximum age limit.
3. **Residency:** You must be a resident of Ontario during the term of employment.
4. **Work Status:** You must be legally entitled to work in Canada. You are also required to have a valid Social Insurance Number (SIN) upon being hired.
5. **Application:** Applications are only accepted online by clicking the "Apply Online" button. Your application should describe how you meet the knowledge and skill requirements outlined on this ad.

Job Requirements for Information Management Assistant:

Communication and Interpersonal Skills

- You apply your consultation, verbal communication, and active listening skills to understand branch, region, and district information management needs, and to share your knowledge with staff.
- You apply your initiative and interpersonal skills to work collaboratively within a team environment.

Technical Skills and Knowledge

- You apply your knowledge and experience in project management to support and ensure progress.
- You apply your knowledge and experience using Windows operating systems and Adobe software to perform daily duties and create training materials, where required.
- You apply your knowledge of Records and Information Management legislation and principles to assist and support information management activities.
- You apply your experience using Microsoft Office applications, such as Word (word processing), Excel (spreadsheets), and PowerPoint (presentations), to prepare and develop a variety of documents (e.g. presentations, training material, meeting minutes, etc.).

Analytical and Organizational Skills

- You work independently or as part of a team; you plan, organize, and prioritize your work to meet competing deadlines.

Job Requirements for Library and Information Management Assistant:

Communication and Interpersonal Skills

- You apply your customer service skills and your verbal and written communication skills to respond to client inquiries by phone, email, and in person.
- You apply your written communication skills to document findings and prepare a variety of documents (e.g. reports, data records, etc.).
- You apply your initiative and interpersonal skills to work collaboratively within a multi-disciplinary team.

Technical Skills and Knowledge

- You have familiarity or experience with library computer applications, such as SydneyPLUS and/or InMagic DB/TextWorks library catalogue software.
- You apply your experience using Microsoft Office applications, such as Word (word processing) and Excel (spreadsheets), as well as databases, email, and the internet to conduct research and prepare a variety of documents.

Analytical and Organizational Skills

- You apply your research, analytical, and organizational skills to research, compile, synthesize, and summarize information.
- You apply your knowledge of library and information organization and management principles and practices to perform a variety of library and information management activities (e.g. classification, cataloguing, maintaining bibliographic databases, etc.).
- You work independently or as part of a team; you plan, organize, and prioritize your work to meet competing deadlines.

Other Summer Opportunities

We offer a variety of job types in diverse career fields. **See what other summer opportunities are currently available!** Also, check out all the **other student and new professional opportunities** offered within the Ontario Public Service.

Additional Information:

Compensation Group: Ontario Public Service Employees Union

Schedule: N/A , N/A

Category: Administrative and Support Services

Posted on: Wednesday, December 6, 2023

Note:

- In accordance with the Ontario Public Service (OPS), Employment Screening Checks Policy (ESCP), the top candidate(s) may be required to undergo a security screening check. Refer to the above to determine the screening checks that are required for this position.

Required security screening checks along with your written consent, will be sent to the Transition and Security Office (TSO), Corporate Talent Programs Branch, Talent and Leadership Division to evaluate the results. If applicable, the TSO, with your written consent, will request and obtain any additional employment screening checks that were not obtained directly by you.

A record under the Criminal Code and/or other federal offence record(s) does not automatically mean you will be ineligible for the position. The employment screening check(s) will only be reviewed and evaluated by the TSO for the purpose of making a security clearance decision. The details of an individual's employment screening check(s) will be considered in specific relation to the duties and responsibilities of the position being filled. Employment screening check records will be maintained by the TSO and kept strictly confidential.

- Some positions advertised on this job ad are represented by the Ontario Public Service Employees Union (OPSEU) and successful candidates will be required to pay monthly union dues, which are automatically deducted from your pay.

Other positions advertised on this job ad may be excluded from the OPSEU Collective Agreement (i.e. not represented by OPSEU), depending on the business area within the Ministry in which the work is performed. You will be advised during the recruitment process by the hiring manager of the business area.

You will receive a confirmation splash page verifying receipt of your application when it has been successfully received. You will only receive an email confirmation if you have entered your email address in the application. If you do not receive a confirmation splash page, it is likely that your application was not successfully received and it is recommended that you resubmit your application. If that still does not result in a confirmation, please contact SEO@ontario.ca during the posting period. We cannot provide assistance with submitting your application after the job ad deadline date.

How to apply:

1. You must **apply online** and complete all the mandatory questions on the application form.
2. You must attach one document with your application. We recommend you attach a cover letter and resume to support the information you provide in your application. The cover letter and resume document you attach should not exceed five (5) pages combined.
3. If you require accommodation to apply, or to complete this application form, please contact us at **SEO@ontario.ca**.

Check out the Youth and New Professionals website to learn more about **Summer Employment Opportunities**.

All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the

Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.

Remember: The deadline to apply is **Saturday, February 3, 2024 11:59 pm EST**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

All Ontario Public Service external job advertisements are posted in English and French. To confirm the language requirements of a job, check the "language of position" information at the top of each job ad. For all positions, candidates will be assessed in English, the business language of the Ontario Public Service. For English/French designated bilingual positions, candidates will also be assessed through French-language proficiency testing.

Toutes les offres d'emploi externes de la fonction publique de l'Ontario sont affichées en anglais et en français. Pour connaître les exigences linguistiques, vérifiez les renseignements sur la « langue du poste » figurant dans le haut de chaque offre d'emploi. Pour tous les postes, l'évaluation des candidates et candidats se fera en anglais, la langue usuelle de la fonction publique de l'Ontario. En ce qui concerne les postes désignés bilingues, la maîtrise du français des candidates et candidats sera également évaluée.

**The Ontario Public Service is an inclusive employer.
Accommodation is available under the Ontario's Human Rights Code.**

Note: The only website where you can apply on-line for positions with the Ontario Public Service is <http://www.gojobs.gov.on.ca>



Apply Online