

## SUMMER STUDENT EMPLOYMENT OPPORTUNITIES

### Portage College

<b>Location:</b>	Lac La Biche campus	<b>Job number:</b>	23-SS-78-PC
<b>Position type:</b>	Casual (May to August)	<b>Posting date:</b>	February 13, 2024
<b>Salary:</b>	\$16.00 per hour (plus 11.2% for vacation/holiday pay)	<b>Closing date:</b>	Until suitable applicant is found

### ABOUT THE POSITION

Portage College is hiring high school and college/university students into summer jobs from May to August. These positions create opportunities for students to build meaningful work experiences, increase skills and to help create a strong workplace foundation for the students.

#### Office Worker

We are looking for students who have strong customer service skills and a desire to gain professional office experience. Opportunities are available in the following departments: student services, corporate communications, community relations, IT, human resources, academics, finance, marketing and the museum.

\*Please indicate the department of interest on applications.

#### Grounds and Facilities Maintenance

This position is responsible for general grounds and building maintenance at the Lac La Biche campus, including mowing, gardening, painting, assembling/moving furniture, and other equipment, and assisting with small construction projects.

### QUALIFICATIONS AND EXPERIENCE

- Applicants must be currently attending a high school or post-secondary institution and returning to school full-time in the fall (no later than November 1, 2024). Must be at least 15 years of age.
- Preference will be given to applicants with some experience relating to the position for which you applied.
- Excellent skills in communication and customer service.
- Must be proficient with computers, especially MS Office.

### ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.

Portage College has been serving the region for over 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.



## HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to [hr@portagecollege.ca](mailto:hr@portagecollege.ca). If you have any questions, call us at **780-623-5747**. Please note we do not accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

