

## Summer Student – Administrative Support

Welcome to Ramara Township, located in Central Ontario, just 90 minutes from the GTA. Nestled by Lakes Simcoe and Couchiching, we offer access to beautiful parks, beaches, and trails. We value our employees and promote a positive, collaborative workplace. Join us in making a difference in the community by applying for the Summer Student – Administrative Support position. We look forward to your application!

### Position Overview

The Municipality is seeking a motivated and detail-oriented Summer Student – Corporate Administrative Services to provide general administrative and project support across multiple departments, including the Office of the CAO, Human Resources, Finance, and Legal/Corporate Services.

This is a dynamic, hands-on opportunity for a student interested in public administration, policy, business, or government to gain exposure to municipal operations. The successful candidate will work on a variety of short- and medium-term projects throughout the summer, with the expectation that assigned projects are completed within established timelines.

### Learning Opportunities

This role offers exposure to:

- Municipal governance and public administration
- Policy development and implementation
- Corporate services and internal operations
- Interdepartmental collaboration in a public-sector environment

### Core Responsibilities

- Under the guidance of departmental staff, the Summer Student will:
- Provide general administrative support across assigned departments
- Assist with research, data collection, and preparation of reports, summaries, and briefing materials
- Support policy, procedure, and document reviews (e.g., formatting, organization, updates)
- Assist with records management, filing, and document retention practices
- Help prepare agendas, meeting materials, and correspondence
- Input and maintain data in spreadsheets, databases, or municipal systems
- Support HR-related administrative tasks such as onboarding documentation, training records, and staff communications
- Assist Finance with basic administrative tasks such as invoice tracking, document reconciliation, receiving of payments, issuing of receipts and preparation of the bank deposit
- Support Legal/Corporate Services with document management, By-Law tracking and consolidation, and overall corporate records management
- Participate in special projects as assigned by the CAO or departmental leads
- Maintain confidentiality and professionalism at all times

### Qualifications & Skills

- Currently enrolled in, or recently graduated from, a post secondary program in: Public Administration, Political Science, Business Administration, Policy Studies, Law, Governance, or a related field
- Strong interest in municipal government and public service
- Strong organizational and time management skills, with the ability to manage multiple projects
- Excellent written and verbal communication skills
- High attention to detail and accuracy
- Ability to work independently and as part of a team

- Strong research and analytical skills
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Professional, courteous, and adaptable in a fast paced office environment
- Demonstrated ability to handle confidential information with discretion
- Must comply with Township bylaws, policies, procedures and all H&S regulation

#### **Salary**

\$18.46 - \$21.59 / hour

#### **Join Our Team**

To apply, please combine your cover letter and resume into a PDF document entitled "**Summer Student – Administrative Support**" addressed to Brittany Wilson, CHRP, Director of HR/H&S/Recreation and submit to [hr@ramara.ca](mailto:hr@ramara.ca) . Artificial intelligence is not used to screen, assess or select applicants. This posting is for an existing vacancy. Please be advised, this posting will remain open **until February 16, 2026, at 4:30 p.m.**

We collect information for job applications under Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act. This information helps us decide if you are eligible for employment. The Township of Ramara is committed to creating an inclusive and barrier-free environment, and we will provide support at every step of the hiring process. If you need any assistance to participate fully in the recruitment process, please let Human Resources know. Thank you to all applicants. Only those selected for an interview will be contacted.