



# Career Opportunity

## Student Employment Program

Apply before 2023-04-17.

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**Reference:** 2223-2023-262

**Rate of pay:** \$16.60 - \$31.95 hourly

**Classification:** STU-1, STU-2

**Outcome:** Temporary

**Work environment:** Hybrid

**Work location:** Ottawa, ON

**Service area / Division:** Various / Various

**Area of selection:** Open

**Language requirements:** Bilingual Non-Imperative

### About the role

The objective of the House of Commons Administration's Student Employment Program is to provide meaningful and rewarding employment opportunities to young, aspiring professionals who are in high school, CEGEP, college, or university. If you are a high school or post-secondary student, we invite you to apply to come work where history is made!

As one of our talented students, you will work within one of nine service areas across the House Administration in a wide range of fields such as:

- Administrative support, client service
- Accounting, commerce, procurement and contracting, policy
- Communications, linguistics, graphic/web design
- Architecture, interior design, project management
- Engineering, computer science, data science, cybersecurity, information management
- Broadcasting / audiovisual support
- Corporate security
- Law articling
- Compensation, talent management, occupational health and safety, labour relations
- Trades, culinary arts

You will gain valuable work experience in a welcoming, bilingual, and inclusive environment. You will bring fresh perspectives by networking and collaborating with fellow students and colleagues. You will also develop new skills, competencies and expand your knowledge, helping you to improve your post graduation employability.

In this role, you will exude maturity and professionalism. You will be an excellent communicator, motivated to learn, open to sharing your ideas, adaptable, have good time-management and organizational skills. You will also bring a spirit of collaboration and initiative to the team.



Work where history is made

## Top reasons to join the team

Work at the heart of democracy where history is made.

Earn an attractive hourly salary to help fund your education.

Apply knowledge learned in the classroom in a professional setting.

Develop new skills and competencies and expand your knowledge to improve your post graduation employability.

Benefit from good work-life balance with a flexible work schedule.

Gain access to resources that promote well-being.

Benefit from learning and professional development opportunities and discover career opportunities that may be available to you as a new graduate.

Enjoy special events and activities tailored to students that bring fresh perspectives through networking and collaborating with fellow students and colleagues.

## What you need

Education	<ul style="list-style-type: none"><li>▪ <b>Student Opportunity:</b> Current enrollment as a full-time student at a recognized secondary or post-secondary institution. A specific level of education and/or year of study may be required for certain positions;</li><li>▪ Enrollment as a full-time or part-time student in the next academic term. Preference may be given to students enrolled in full-time studies at the time of hiring;</li><li>▪ <b>CO-OP Opportunity:</b> Current enrollment as a full-time student at an accredited post-secondary institution;</li><li>▪ Enrollment as a full-time student in the academic term following a work placement.</li></ul>
Experience	<ul style="list-style-type: none"><li>▪ Experience using the Microsoft Office Suite;</li><li>▪ Experience planning, organizing and prioritizing a variety of tasks and/or projects;</li><li>▪ Experience working independently and as part of a team;</li><li>▪ Excellent written and verbal communication skills.</li></ul>
Other	<ul style="list-style-type: none"><li>▪ Minimum age of 16;</li><li>▪ Canadian citizenship, permanent residency or a valid study permit (for international students);</li><li>▪ Fluency in both official languages (English and French) is considered an asset for student positions and may be required for certain CO-OP positions.</li></ul>

## Outcome

The purpose of the Student Employment Program is to provide full-time or part-time employment opportunities to high school, college, and university students across all service areas of the House of Commons Administration. Post-secondary students hired to work during the summer months typically work full-time (35 hours per week) approximately from early May until the end of August. Students may be rehired to work part-time, in accordance with operational needs, during the fall (September to December) and/or winter (January to April) employment periods.

Students enrolled in a post-secondary cooperative (CO-OP) education program will work in their field of study on a full-time basis (35 hours per week). Work placements are for approximately 16 weeks and take place during the winter (January to April), summer (May to August) and fall (September to December) employment periods.

## Competencies

Candidates will be evaluated against the House of Commons Administration Competency Framework – (Administrative Support).

## Our commitment to inclusion, diversity, equity, and accessibility

The House of Commons Administration is committed to being a leader in inclusion, diversity, equity and accessibility. We continuously evolve our practices and design them in such a way as to ensure that everyone can equitably participate to the upmost of their abilities. As “One House,” we leverage diversity in all its forms and recognize that everyone has valuable contributions to make and the potential for individual growth.



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## Apply and learn more!

If you dream of joining an organization that is small enough for you to be noticed, but big enough to provide you with a meaningful career, then we want to hear from you! We carefully review all applications and contact candidates retained for further consideration in a timely manner. Click on “Essential information” below to learn more about our selection process.

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[Essential  
information](#)

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