



## Township of East Zorra-Tavistock

### Summer Student Opportunity

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The Township of East Zorra-Tavistock is a rural municipality in the County of Oxford, north of Woodstock. The Township provides a wide variety of services to residents. The Township is accepting applications for one Office Summer Student position.

#### **Administration Office – IT Support**

##### Responsibilities:

- Carry out various technology and information management projects
- Computer hardware and software installation and configuration
- Website development and maintenance
- Computer/software training and assistance for staff
- General office assistance – customer service, answer phone, accept payments, fill-in during holidays

##### Requirements:

- Currently enrolled in a post secondary education program and returning to school in September 2012
- enrolled in an Information Technology, Computer Science, Computer Programming, Business Administration or related program
- must have demonstrated ability to build and maintain websites, install and configure computer programs, apply database technology, setup and deploy computer systems
- excellent understanding of Windows 7, Windows Small Business Server, Microsoft Sharepoint, MS Exchange, MS SQL Server, MS Office, Adobe Acrobat
- a Class G drivers license
- the ability to apply good safe work practices

35 hrs/week

Approximately May 1 to August 31

\$15.88/hr (non-union)

Location: Hickson, ON

Applications, consisting of a cover letter and resume, will be accepted until 12:00 noon, Friday, February 17, 2012.

Jeff Carswell

Chief Administrative Officer

Township of East Zorra-Tavistock

90 Loveys Street  
Hickson ON N0J 1L0  
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Email: [jcarswell@ezt.ca](mailto:jcarswell@ezt.ca)

We thank all applicants for applying and advise that only those selected for an interview will be contacted. If you wish to check the current status of filling these positions, please check the Township website [www.ezt.ca](http://www.ezt.ca)

The Township has a Hiring and Recruitment Policy that addresses the hiring of relatives. This policy can be viewed at:  
[http://www.ezt.ca/council/consolidated\\_bylaws/2.Hiring\\_and\\_recruitment\\_policy.pdf](http://www.ezt.ca/council/consolidated_bylaws/2.Hiring_and_recruitment_policy.pdf)

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