



## SUMMER STUDENT – ADMINISTRATIVE ASSISTANT

The Township of Carlow/Mayo is currently accepting resumes for a summer student for the 2018 summer season. Interested applicants must have the ability to work independently and to perform administrative skills in an office environment as assigned.

Applicants considered for this eight (8) week placement from July 2, 2018 to August 24, 2018 must be between the ages of 15 to 30 and was registered as a full-time student during the preceding academic year and intends to return to school on a full-time basis during the next academic year.

To apply for the position please forward a resume to the undersigned. Fax and email submissions will be accepted. Resumes will be accepted until **4:00 p.m. Monday May 7, 2018**. Office hours are Monday to Thursday from 9:00 a.m. to 5:00 p.m.

Arlene Cox, Clerk-Administrator  
Township of Carlow/Mayo  
3987 Boulter Road  
Boulter, Ontario, K0L 1G0  
Tel: 613-332-1760; Fax: 613-332-2175  
Email: [clerk@carlowmayo.ca](mailto:clerk@carlowmayo.ca)

The Township of Carlow/Mayo is an Equal Opportunity Employer. We thank all applicants for their interest however only those selected for an interview will be contacted.

Accommodations for persons with disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation please contact the Municipal Clerk.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act personal information is collected and will only be used for the purpose of candidate selection.