

CO-OP STUDENT PLACEMENT OPPORTUNITY

POSITION TITLE:	Research Analyst Assistant (Relates to Business Administration, Health, Safety, Environment)
DEPARTMENT/DIVISION:	Community Services/Facilities Services Division
SUPERVISOR:	Karen Pasko – Planning and Research Analyst
LOCATION:	Facilities Services – 155 Front St (2 nd Floor)
NUMBER OF POSITIONS AVAILABLE:	1
PREFERRED TIME OF DAY:	Morning

GENERAL DUTIES:

- Assist in creating, reviewing and updating documents, databases, reports, policies and procedures
- Assist with data management
- Organizing and filing documents and
- Assist with office administration duties

POSITION QUALIFICATIONS:

- Must be highly motivated
- Must work well in a team environment
- Must be able to work with minimal supervision
- Must be proficient in the use of computers and current related software (Word, Excel, Internet), use of AutoCad is optional

Business casual office attire required.