

## POSITION TITLE:

Part-time Customer Service/Administrative Support Student.

## STATUS:

Part-time position. 8.75 hours per week, working one day a week, as needed. Pay range is \$17.55 - \$20.00 per hour.

## DESCRIPTION:

This job posting is for a current vacancy.

Reporting to the Legislative Coordinator/Deputy Clerk, the Customer Service/Administrative Support Student will carry out the following duties:

- Primary contact for answering the telephone and greeting visitors at the Township Office;
- Provide administrative support to all departments.

A full position description, including responsibilities, is available on our website. The key qualifications that align with Zorra's needs include:

- This position is ideally suited for a senior level university student pursuing a career in public administration or public policy;
- Exceptional communication skills;
- Strong computer skills including working knowledge of Microsoft Office and Teams;
- Ability to work in a team environment;
- Class "G" Driver's License – travel within the Township may be required.

## APPLICATION PROCEDURE:

Please submit your resume in PDF format to: Alex Lindskoog, Financial Services Clerk, [alindskoog@zorra.ca](mailto:alindskoog@zorra.ca)

Application deadline: **September 24, 2025 at 4:00 p.m.**

Zorra Township is committed to fostering diversity, equity, and inclusion throughout the Corporation. Zorra Township promotes representational and employment equity to represent and serve our communities well. Zorra Township is an equal opportunity employer and welcomes applications from all qualified individuals, including women, racialized persons, Indigenous people, persons with disabilities, and other equity-seeking groups. Studies have shown that women and minorities are less likely to apply for posted vacancies unless they meet every single qualification. Zorra Township is dedicated to building a diverse and inclusive workplace and encourages you to apply if you're excited about this role. You may be the right candidate even if your experience doesn't align perfectly with every qualification in the job description. Zorra Township is committed to fostering an accessible and equitable recruitment process for all applicants. The Township will attempt to provide reasonable accommodations to ensure the applicant's full participation if requested. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, resumes are only accepted in response to advertised vacancies and will be used for the purposes of determining eligibility for employment only. We appreciate all resumes, but only those selected for interviews will be contacted. If you require any document in an accessible format, contact us via email, in person, by telephone, or in writing using the contact information above.