



City of Niagara Falls **POSITION VACANCY**

Proud to be recognized as one of Hamilton-Niagara's Top Employers for 2025!

Call Number:	2025 - 42
Position:	Corporate Services Student
Type of Vacancy:	Summer Student – Non-Union July and August 2025
Work Schedule:	Monday to Friday (8:30 am to 4:30 pm) 35-hour work week
Hourly Rate:	\$19.89 per hour
Posting Date:	June 27, 2025
Closing Date:	July 3, 2025 at 4:00 p.m.

The City of Niagara Falls Corporate Services Division is currently seeking a motivated and enthusiastic student to join us for the 2025 season. This role offers an excellent opportunity to gain hands-on experience by providing administrative support, policy coordination, records management, and special projects. It provides valuable exposure to municipal operations, supports the delivery of internal services and strategic initiatives and fosters a collaborative, team-oriented work environment.

Responsibilities:

- Provide administrative support, including meeting coordination, agenda preparation, minute-taking., filing, data entry, and document organization.
- Maintain accurate records and databases, ensuring corporate policies and information is well-organized and up to date.
- Assist with research, data collection, and the preparation of reports, presentations, and special projects.
- Respond to in-person, e-mail or telephone inquiries in a professional and timely manner.
- Other duties as assigned.

Requirements:

- Enrolled in full-time studies for the semester preceding the upcoming summer and returning to full-time studies in the fall.
- Highly organized, detail-oriented with strong communication skills.
- Ability to follow simple written and oral instructions and work with minimal supervision.
- Excellent computer and customer service skills.

How to Apply:

Submit your cover letter and resume at www.niagarafalls.ca/jobs

Applications must be submitted online and will be accepted until 4:00 p.m. on **July 3, 2025**.

The City of Niagara Falls is dedicated to creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of The Municipal Act and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.