



The Corporation of the Township of Uxbridge
Employment Opportunity
Summer Student Employment Opportunity
Office of the CAO - HR & Health & Safety

The Township of Uxbridge is accepting applications for a summer student placement within the Office of the CAO. An applicant should be currently enrolled in a post-secondary education program and returning to continue their education in September 2026.

Duties and Responsibilities:

- Assist with reviewing, organizing, and updating Corporate HR & Health & Safety policies and procedures to ensure accuracy and accessibility
- Support the maintenance of Health & Safety records, including training documentation, certifications, and inspection records
- Assist with creating or updating health and safety reference materials and tools for staff
- Provide administrative support to the JHSC, including preparing agendas and meeting materials, Assisting with action item tracking and follow-up
- Support workplace inspections documentation and reporting
- Support data entry and file management within the Township's HR information system
- Assist with organizing personnel training files and ensuring consistency across departments
- Support development of templates, checklists, and tracking tools for HR processes
- Assist with updating and organizing new hire onboarding and training materials
- Support tracking of new employee training requirements and certificates
- Assist with planning, coordinating, and promoting staff wellness initiatives
- Draft internal communications related to training, wellness initiatives, and Health & Safety updates
- Assist with preparing reports, summaries, and presentations as required
- Provide general administrative support to the Office of the CAO as assigned

Skills and Qualifications:

- Post Secondary student pursuing an education in Human Resources or similar field of studies.
- Organizational skills that demonstrate attention to detail and multi-tasking skills.
- Excellent written and verbal communication skills.
- The position requires strong technology skills, including MS Office.

This is a contract position commencing May 11th, 2026, and expiration date of August 28th, 2026. The ideal candidate will receive a pay rate of \$17.90 per hour, based on 35 hours/week.

Applicants should submit a detailed resume to Jen Gowland, Executive Assistant to the CAO, at jgowland@uxbridge.ca Resumes will be accepted until **January 30th, 2026, at 4:30p.m.**

We thank all applicants for their interest, however only those being considered for an interview will be contacted.

The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario Human Rights Code. These commitments also apply to our Board and Committee recruitment and selection processes.

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act