



General Job Information

Basic Data

	52765292
Competition Title	Summer Student - Project Assistant
Hiring Manager	Nicole Jarrett
Recruiter	Nicole Jarrett
Status	Closed
Application Close - HR Only	9999.12.31
Process Template - HR Only	Summer Student
Posting Location	Internal and External (Ottawa.ca only) Posting

Positions

Position:	10125136	Prj Asst (T)	
Status:	Sum Student Salary	Hours Worked:	0.33
Affiliation:	Non Union/Non MPE	Department:	Finance Services Dept.
Service:	Information Technology Services	Branch:	Applications Management Branch
Payscale Area:	Summer Student Prog.	Payscale Group:	04
Min Pay Rate:	14.00	Max Pay Rate:	14.00
Primary Work Address:	100 Constellation, Nepean	Branch/Location:	ITS-Constellation 3E
Work Schedule:	00001-01	Position Start:	
Contract End:	2019.08.30	Cost Center:	
Comments:			

Support Team

Role	Full Name	User
Hiring Manager	Alain Miguelez	MIGUELEZAL
Delegated Hiring Manager	Allison Bergin	BERGINAL
Delegated Hiring Manager	Andrew Reside	RESIDEAN
Delegated Hiring Manager	Anna Mattok	MATTOKAN
Hiring Manager	Asha Gajaria	GAJARIAAS
Hiring Manager	Charmaine Forgie	FORGIECH
Delegated Hiring Manager	Cynthia Dubeau	DUBEAUCY
Hiring Manager	Dawn Grakist	GRAKISTDA
Hiring Manager	Ghislain Smith	SMITHGH



Support Team

Role	Full Name	User
Hiring Manager	Jamie Jones	JONESJA
Hiring Manager	Jason Barney	BARNEYJA
Hiring Manager	Jason Haug	HAUGJA
Hiring Manager	Kevin Neil	NEILKE
Delegated Hiring Manager	Lisa Petch	PETCHLI
Hiring Manager	Lisa Petch	PETCHLI
Hiring Manager	Melissa Buchanan	BUCHANANME
Delegated Hiring Manager	Melissa Doornbos	DOORNBOSME
Delegated Hiring Manager	Nancy Langdon	LANGDONNA
Hiring Manager	Nicole Jarrett	JARRETTNI
Hiring Manager	Scott Munro	MUNROSC
Hiring Manager	Steve Harrison	HARRISONST
Delegated Hiring Manager	Zlatko Krstulic	KRSTULICZL

Questionnaires

Question	Response Type	Required	Possible Responses	Marks	Expected Response
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Summer Student: General (Corporate)

Are you legally eligible to work in Canada?	Single	X	Yes	0.00	X
	Selection		No	0.00	
Employees of the City of Ottawa must be 16 years of age for employment.	Single	X	Yes	0.00	
	Selection		No	0.00	
Will you be 16 years of age by April?	Single		Yes	0.00	
	Selection		No	0.00	
Are you enrolled in a secondary or post-secondary program or institution of higher learning on a full-time or part-time basis, returning to school or graduating this year? If you are a part-time student in university or college, your transcript must indic	Single	X	Yes	0.00	
	Selection		No	0.00	

Questionnaires

Question	Response Type	Required	Possible Responses	Marks	Expected Response
Please indicate the highest level of education you will have completed by this spring.	Single Selection	X	University Degree (4 years)	0.00	
			University Degree (3 years)	0.00	
			University Degree (2 years)	0.00	
			University Degree (1 year)	0.00	
			College Diploma (3 years)	0.00	
			College Diploma (2 years)	0.00	
			College Diploma (1 year)	0.00	
			High School - Grade 12	0.00	
			High School - Grade 11	0.00	
			High School - Grade 10	0.00	
			High School - Grade 9	0.00	
			Other	0.00	
If you chose "Other", please specify.	Input Field				
Are you presently employed by the City of Ottawa?	Single Selection	X	Yes	0.00	
			No	0.00	
Did you work for the City of Ottawa last summer?	Single Selection	X	Yes	0.00	
			No	0.00	
Please select the discipline that best describes the post secondary field of study you are currently enrolled in.	Single Selection	X	Architecture	0.00	
			Arts	0.00	
			Business Administration/Public Administration/Management	0.00	
			Child and Youth Studies	0.00	
			Communications, Journalism, Marketing, Media	0.00	
			Computer Sciences	0.00	
			Engineering – Chemical	0.00	
			Engineering – Civil	0.00	
			Engineering – Mechanical, Electrical,	0.00	
			Other	0.00	
			Environmental Science	0.00	
			Finance and Accounting	0.00	
			Graphic Design	0.00	

Questionnaires

Question	Response Type	Required	Possible Responses	Marks	Expected Response
			Industrial Relations	0.00	
			Interactive Media Design	0.00	
			Law/Legal studies or Security	0.00	
			Linguistics/Translation	0.00	
			Humanities	0.00	
			Human Resources Management	0.00	
			Health Sciences (non-nursing)	0.00	
			Library Science	0.00	
			Nursing	0.00	
			Nutrition/Dietetic	0.00	
			Planning	0.00	
			Police Foundations	0.00	
			Political Science	0.00	
			Recreation	0.00	
			Sciences	0.00	
			Social Work	0.00	
			Urban Planning/Urban Studies		
			Other		
			No post secondary courses completed		
If you chose "Other", please specify.	Input Field				
Please indicate your proficiency in English	Single Selection	X	Beginner	0.00	
			Intermediate	0.00	
			Advanced	0.00	
			None	0.00	
Please indicate your proficiency in French.	Single Selection	X	Beginner	0.00	
			Intermediate	0.00	
			Advanced	0.00	
			None	0.00	
Are you enrolled in a secondary or post-secondary program or institution of higher learning on a full-time or	Single Selection	X	Yes	0.00	
			No	0.00	

Questionnaires

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part-time basis, returning to school or graduating this year? If you are a part-time student in university or college, your transcript must indic					
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			University Degree (3 years)	0.00	
			University Degree (2 years)	0.00	
			University Degree (1 year)	0.00	
			College Diploma (3 years)	0.00	
			College Diploma (2 years)	0.00	
			College Diploma (1 year)	0.00	
			High School - Grade 12	0.00	
			High School - Grade 11	0.00	
			High School - Grade 10	0.00	
			High School - Grade 9	0.00	
Other	0.00				
If you chose "Other", please specify.	Input Field				
Please select the discipline that best describes the post secondary field of study you are currently enrolled in.	Single Selection	X	Architecture	0.00	
			Arts	0.00	
			Business Administration/Public Administration/Management	0.00	
			Child and Youth Studies	0.00	
			Communications, Journalism, Marketing, Media	0.00	
			Computer Sciences	0.00	
			Engineering – Chemical	0.00	
			Engineering – Civil	0.00	
			Engineering – Mechanical, Electrical,	0.00	
			Other	0.00	
			Environmental Science	0.00	
			Finance and Accounting	0.00	
			Graphic Design	0.00	
			Industrial Relations	0.00	

Questionnaires

Question	Response Type	Required	Possible Responses	Marks	Expected Response
			Interactive Media Design	0.00	
			Law/Legal studies or Security	0.00	
			Linguistics/Translation	0.00	
			Humanities	0.00	
			Human Resources Management	0.00	
			Health Sciences (non-nursing)	0.00	
			Library Science	0.00	
			Nursing	0.00	
			Nutrition/Dietetic	0.00	
			Planning	0.00	
			Police Foundations	0.00	
			Political Science	0.00	
			Recreation	0.00	
			Sciences	0.00	
			Social Work	0.00	
			Urban Planning/Urban Studies		
			Other		
			No post secondary courses completed		

If you chose "Other", please specify.

Input Field

Please indicate your proficiency in English	Single Selection	X	Beginner	0.00
			Intermediate	0.00
			Advanced	0.00
			None	0.00

Please indicate your proficiency in French.	Single Selection	X	Beginner	0.00
			Intermediate	0.00
			Advanced	0.00
			None	0.00

Summer: Project Assistant Questionnaire

Have you done an unpaid work placement within your field of study as a part of your post-secondary	Single Selection	X	Yes	0.00
			No	0.00

Questionnaires

Question	Response Type	Required	Possible Responses	Marks	Expected Response
program?					
Do you have any previous research and/or project management experience?	Single Selection	X	Yes No	0.00 0.00	
Employment Equity Questionnaire					
1 - The City of Ottawa is committed to maintaining the confidentiality and security of the information you provide. All completed self-identification questionnaires will be kept secured and will only be accessible to designated key Human Resources Staff	Single Selection	X	Wish to self identify - Please complete the questionnaire. DO NOT wish to self identify - You may move to the next step in the process without completing the questionnaire.	0.00 0.00	
2 - Gender	Single Selection		Male Female Trans Other	0.00 0.00 0.00 0.00	
3 - Aboriginal Peoples of Canada: Based on the definition above, are you an aboriginal person?	Single Selection		Yes No	0.00 0.00	
4 - Persons with Disabilities: Based on definition above, do you consider yourself to be person with a disability?	Single Selection		Yes No	0.00 0.00	
5 - Members of Visible Minority Groups: Based on the definition above,	Single Selection		Yes No	0.00 0.00	

Questionnaires

Question	Response Type	Required	Possible Responses	Marks	Expected Response
are you a member of a visible minority group?					
6 - Gay, Lesbian, Bi-sexual and/or Trans: Do you consider yourself gay, lesbian, bi-sexual and/or trans?	Single Selection		Yes No	0.00 0.00	
7 - Immigrant Status: Based on the definition above, are you an immigrant?	Single Selection		Yes No	0.00 0.00	

Status History

Date	Time	Name	Status	Status Reason	Request for Status Change
2020.01.03	10:54:35	Nicole Jarrett	Draft		
2020.01.19	10:40:37	Nicole Jarrett	Closed	Duplicate	