

JOB POSTING

2011 Summer Student – Canada Summer Jobs

Ref.: AHUB/CSJ 2011
Job Title: Program Assistant
Hours: 37.5 hours per week (may required to work in evening and on weekend)
Salary: \$10.25 per hour
Employment: Summer Intern (from June 6, 2011 to August 26, 2011)
Application Deadline: May 2, 2011

Qualifications:

- Was registered as a full time university / college student during the preceding academic year;
- Intends to return to university / college full-time in the following academic year
- A Canadian citizen or permanent resident
- Excellent interpersonal and communication skill
- Solid computer skills
- Proficiency in written and spoken English
- Able to work with people of a multicultural background
- Able to work with minimum supervision as well as demonstrate initiative
- Able to work in an environment with frequent interruption and distraction
- Solid organizational and time-management skills
- Able to work on weekends or in evenings
- Able to speak Cantonese or Mandarin is an asset

The duties include the following but not limited to:

- To provide assistance in clerical / activities organization
- To assist in program / activity preparation & implementation
- To assist in data / information organization
- To assist in record keeping and maintenance
- To assist in outreaching and promotion

Please send covering letter and resume by May 2, 2011, 5:00 p.m. to

HR

Across U-hub

160 Gibson Drive, Unit 1

Markham ON L3R 3K1

Fax: 905 944 1950

Email: hr@acrossuhub.com

We thank all the applicants for their interest in this position but regret only those invited for interview will be contacted.