



**AMHERSTBURG CLERKS DEPARTMENT
2009 SUMMER STUDENT PROGRAM
CLERKS/RESEARCH ASSISTANT
JOB PROFILE**

Nature of Work

The purpose of this job is to conduct research with regard to economic development projects and municipal by-laws.

Controls Over the Work

The Clerks/Research Assistant performs a variety of duties under the direct supervision of the Manager of Human Resources and Town Clerk.

Particulars of the Position

- The office hours are from 8:30 a.m. to 4:30 p.m. Monday through Friday
- The student would be required to work 37.5 hours per week.
- The position would have an hourly rate as described in the Student Hiring Policy

Essential Duties and Responsibilities

- Conduct research and write a feasibility study with regard to the potential of attracting a hotel chain to the Town.
- Research grant opportunities and write grant applications.
- Investigate wayfinding signage options internal and external to the Town
- Update Economic Development portion of website and create ED package for marketing purposes
- Research by-laws from other municipalities and make recommendations for updating of Town by-laws on a variety of topics.

Qualifications

- Must be currently attending an educational facility and enrolled for fulltime education in the fall of 2009 at the secondary school or post secondary school level. Documentation of student status will be requested if a position is offered.
- Enrolled in 3rd, 4th year or Masters in a college or university program with a concentration in Business, Marketing or Political Science
- Effectively conduct research and obtain information on a variety of subjects from internal and external sources
- Basic knowledge of statistics including analysis
- Strong organization skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established timelines.
- Working knowledge of Microsoft Office suite and SPSS
- Strong communication and writing skills
- Ability to work in groups or with minimal supervision

