

## JOB POSTING

### SUMMER STUDENT – IT PROJECT ASSISTANT



Timing: June 27 to August 19, 2016 (8 weeks), 30 hours per week.  
Compensation: \$11.25/hr

Funding for this position is provided through the Canada Summer Jobs program. As such, this opening is restricted to those who have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year. Please submit your cover letter and resume **only** if you qualify as a summer student.

#### ABOUT TRIEC

The Toronto Region Immigrant Employment Council (TRIEC) is a leadership council that creates and champions solutions to better integrate skilled immigrants in the Greater Toronto Region labour market. Council members include employers and stakeholders, such as professional and industry associations, regulatory bodies, educators, community groups, government and immigrant associations. TRIEC programs include The Mentoring Partnership (TMP), Professional Immigrant Networks (PINs), TRIEC Campus, and the CanPrep program, delivered in partnership with JVS Toronto.

#### ROLE SUMMARY

The role of the Summer Student – Project Assistant is to support the IT team in researching and analyzing data for a new IT system for The Mentoring Partnership Program. The new program delivery and tracking system will be built in the cloud application, Salesforce.com. For more information about the program, please see [www.thementoringpartnership.com](http://www.thementoringpartnership.com).

This position reports to the Manager, IT, and is located at TRIEC's downtown office at University and Dundas.

#### RESPONSIBILITIES

##### Project research and planning support

- Under the guidance of the Business Analyst, develop and test participant forms using an online web form tool (FormAssembly)
- Develop and test prototype participant profiles to capture the main data points used for providing the mentoring program such as orientation sessions, matching participants (mentees) to a mentor

##### Analysis of website statistics and program data

- Under the guidance of the IT Manager, analyze and summarize program participants data (demographic, occupation/industry, mentee/mentor matching, etc.) using Microsoft Excel and other data tools
- Analyze and summarize website statistics from Google Analytics and other data sources

##### Develop and create user documentation

- Create Salesforce user documentation site using a web-based application (ScreenSteps)
- Write documentation for non-technical audiences (including user manuals that encompass processes/procedures)
- Ensure that documentation is consistent, professional, and technically accurate

### **Presentation**

- Present the participant registration forms in FormAssembly
- Present the prototype of the participant profile that staff will use to provide participants with the program
- Write a report with the analysis of the website statistics and the historical program data

### **REQUIRED QUALIFICATIONS**

- Be between 15-30 years of age, have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year at a secondary, post-secondary, vocational or technical program
- Be a Canadian citizen, permanent resident or have official refugee protection status under the Immigration and Refugee Protection Act and be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations
- Excellent analytical and problem solving skills
- Advanced knowledge of Microsoft Excel
- The ability to pick up new technology quickly, including contact management systems (Salesforce.com), and data visualization tools
- Must show aptitude and desire to learn new skills on the job and have the ability to prioritize
- Demonstrated organizational and time management skills
- Excellent English language skills; specifically in detailed writing/editing documentation
- Ability to work well in teams and independently

### **APPLICATIONS**

Qualified applicants are invited to submit an electronic resume and cover letter in MSWord or PDF format. Please include a one page cover letter and resume in a single file with your name in the file name. Please use “Summer Student IT Project Assistant – your name” as the subject line of your email.

### **Deadline**

Resumes must be received by 12 p.m. (noon) on Friday, June 10, 2016.

Please email your application to: [hr@triec.ca](mailto:hr@triec.ca)

Only those candidates invited for an interview will be contacted.

TRIEC is an equal opportunity employer and is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise TRIEC of the accommodation measures, if required, which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

For more information on TRIEC, please visit [www.triec.ca](http://www.triec.ca).