

## SUMMER STUDENT EMPLOYMENT OPPORTUNITIES

May 2013 - August 2013

**Locations:**     **Bowmanville, Ontario** (2 positions available)  
                      **Tiverton, Ontario** (2 positions available)

### **GENERATE a future of possibilities**

As one of North America's leading electricity producers, **Ontario Power Generation** (OPG) offers challenging opportunities and career diversity in a work environment where safety is a fundamental value - and where you can realize your personal and professional goals.

This summer, we have a limited number of summer student opportunities available at OPG's Darlington Nuclear Generating Station (near Bowmanville, 70 km east of Toronto), and Tiverton (between the Bruce and Kincardine Townships and the sandy beaches of Lake Huron at Inverhuron Provincial Park, 250 km northwest of Toronto). Please note public transportation is not available to either location.

The following types of work are available to enthusiastic students wishing to obtain some excellent work experience and build their resume:

#### **Custodial** (one position at Bowmanville and one position at Tiverton)

- Perform all duties of a Janitor.
- May also include painting, grounds maintenance, moving furniture and other heavy or bulky materials.
- The job is comprised of mainly routine work for long periods, inter-spaced with a variety of other less frequently required assignments.
- Will be required to work in a radioactive environment following the successful completion of applicable training.
- Some shift work may be required.

#### **Clerical** (one position at Bowmanville and one position at Tiverton)

- Assist in a variety of records management and document control support functions including the processing of documents for file or distribution.
- Prepare status reports and statistics.
- Prepare and process documentation for alternate storage methods such as microfilm, optical disk, imaging, electronic, etc.

- Perform a variety of administrative functions such as typing, processing mail and operating a variety of office equipment.
- Proficiency in Microsoft Word and Excel is required.

These student positions will start ASAP in May 2013 and will terminate at the end of August 2013.

### **Conditions of Employment**

Students must be at least 18 years of age upon submitting their application. Only those students registered in a recognized college or university program and returning to school (full time) in September, 2013, will be considered.

Offers of employment will be conditional upon successful security and medical clearances and students will become members of the appropriate bargaining units for the duration of their employment.

If you are ready to be challenged, we want to hear from you **before midnight, Thursday, April 11, 2013.**

**Please email your cover letter/resume to [mypowercareer@opg.com](mailto:mypowercareer@opg.com) and clearly indicate which position(s) and location(s) you are interested in.** Please use **Darlington/Tiverton Student** as the subject in your email.

OPG sincerely thanks all students who apply, however only those selected for interview will be contacted. Selected students will be contacted by phone or email. Please ensure that you provide an up-to-date phone number and email address. It is important that you check your email and voicemail daily as we will be working with tight timeframes to fill these vacancies. **In the event you are selected for an interview you will be required to provide your most recent transcript.**

You must be eligible to work in Canada. OPG supports the principles and practices of Diversity.