

Analyst, business methods (summer student 2023)**POSTING #: KC-2023-004**

Kemptville Campus Education and Community Centre (KCECC) is a not-for-profit corporation created by the Municipality of North Grenville to maintain and renew the lands and buildings of the former Kemptville Agricultural College. The campus covers almost 630 acres of land, including forests, wetlands, farmland, and a “village” of buildings, soccer fields, and other recreational facilities. Our work is guided by the pillars of education and learning; health and wellness; and economic development – all within an overarching framework of climate change resilience.

Application:

The Kemptville Campus is seeking to fill the summer student position of Analyst, Business Methods. Interested applicants may submit a cover letter and resume outlining their qualifications in confidence to the Executive Director at **Lsutherland@kemptvillecampus.ca** by 4 p.m. on **Friday, April 14, 2023.**

Please quote “KC-2023-004.”

Reporting to the Executive Director, the position is responsible for analyzing and improving the Campus’s business processes and records management. Key activities include:

- Records management process improvement, focusing on leasing and tenant relations, vendors/contractors, legal and insurance records management.
- Identifying and implementing best practices in business administration and automation of workflows (such as the use of online forms) and records management (such as inventory management, tenant request tracking, and procurement)
- Development of forms, FAQ documents, and check-lists to streamline the process for community users to engage with the Campus (e.g., on topics such as events and meeting room rentals, reporting wildlife sightings on the trails, requesting promotions on social media, and sharing jobs/volunteer opportunities).
- Contributing to a positive team-oriented environment and a positive image of Campus.

Qualifications:

- Some post-secondary training in Business Administration or a related field.
- Computer literacy in a Microsoft environment.
- Strong interpersonal skills including excellent written and oral communication skills.
- Strong organizational skills.
- Valid Class “G” driver’s license with access to a reliable vehicle (no public transit).
- Fluency in both English and French would be an asset.

Working Conditions:

- Work is conducted during normal business hours in person at the Kemptville Campus. A

- flexible work schedule or remote work time may be negotiated.
- Work requires the ability to use a computer for extended periods.
- Attend meetings and training as required.

Compensation:

The wage for this position is \$18.25/hour. This summer student placement is up to fourteen (14) weeks at thirty-five (35) hours per workweek, starting in May 2023.

We thank all those who apply; however, only those applicants selected for an interview will be contacted.

Please note that this position will be filled only if government funding is secured through the Canada Summer Jobs program.

Kemptville Campus is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA), and any other applicable legislation throughout all stages of the recruitment and selection process.