

DEVELOPMENT SERVICES STUDENT

(Temporary position from May to August 2018)

The Municipality of North Cowichan invites applications from candidates with the proven skills, qualifications and abilities for the position of Development Services Student. The position provides tremendous opportunities for those contemplating a career in a local government planning office. The setting provides a wide scope of interests to be explored. North Cowichan has a unique quality of having separate communities within a large rural setting. Balancing rural interests along with the urban pressures is a challenging dynamic facing those working in the Development Services Department. The position also exposes the successful candidate to the realities of dealing with the public, politicians, developers and special interests. It is ideally suited to those who have a strong educational background combined with good interpersonal skills and a keen interest in building great communities. Deployment to other duties may be required from time to time.

This is a unionized position (CUPE Local 358) and the collective agreement may be viewed on our website. This position will receive an additional 6% pay in lieu of vacation.

Required Skills, Qualifications and Abilities

1. Registered as a full-time, post-secondary student at an accredited institution during the current academic year (2017-2018) and returning to school full-time in the upcoming academic year (2018-2019).
2. Graduate program or senior undergraduate in Planning, Environmental Management, Geography, or Landscape Architecture and Building Engineering.
3. Knowledge of planning and building processes.
4. Organizational and communication skills; research and writing skills and working knowledge of computer programs.
5. Independence of judgment and capability of working with minimal supervision.
6. Possession and maintenance of a valid BC Driver's License (Class 7 or "N" minimum) with a satisfactory current driver's abstract.
7. The position may be physically demanding; candidate must be able to successfully perform all duties associated with the position. A medical certificate attesting to suitability for this position may be required.

Experience in and familiarity within a local government environment, knowledge of and familiarity with the local area, and graphic and/or GIS, Adobe Indesign familiarity will be considered an asset.

Candidates will be selected based on how their skills, qualifications, abilities, and previous experience best meet the requirements listed in this posting. Offers of employment will be contingent upon successful completion of a criminal record check and proof of a satisfactory current driver's abstract.

How to Apply

Please submit your application by 4:30 p.m. on Monday, **January 29, 2018** to the Human Resources Department by email hrapply@northcowichan.ca or by fax to 250-746-3139. If sending your application by email, PDF format is preferred. Visit our website at www.northcowichan.ca for more information about student employment and the application procedures.

Application Checklist

- Cover letter (quote competition # and position title) and résumé detailing relevant work experience and education.
- Proof of full-time enrolment (or equivalent) at an accredited post-secondary institution.
- If you would like to include your driver's abstract as part of your application package, call ICBC at 1-800-663-3051 or go online at www.icbc.com for a free copy.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

