

Job Posting: 2837 - Position: Webpage Publishing, Arts, Business, Teaching, Journalism, and Communications Co-op or Developmental Student - Winter 2018

Co-op Work Term Posted: Spring
Application Deadline: 09/10 11:59 PM
Application Method: Employer Website
Posting Goes Live: 09/01 10:39 AM
Job Posting Status: Expired

Company Information

Organization: Ontario Power Generation
Salutation: Ms.
Job Contact First Name: Jane
Job Contact Last Name: Doe
Contact Title: Administration Clerk
Address Line One: 123 University Ave.
City: Toronto
Province / State: Ontario
Postal Code / Zip Code: T1K 3M4
Country: Canada

Job Posting Information

Term Posted: Spring
Job Title: Webpage Publishing, Arts, Business, Teaching, Journalism, and Communications Co-op or Developmental Student - Winter 2018
Employer Competition / Job Posting Number: 1701053
Duration: 8 Months
Job Location: Pickering, Ontario
Job Description:

THIS IS A WINTER CO-OP OR DEVELOPMENTAL STUDENT PLACEMENT (January - August 2018)

GENERATE a future of possibilities

As Ontario's largest clean power generator, Ontario Power Generation 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.

We are excited to offer a student placement in our Training, Planning and Design Department, which is located in Pickering, Ontario, approximately 40 kilometers East from Toronto, Ontario.

NOTE: All students applying for student positions at OPG must be returning to full-time studies upon

completion of their work term. Exceptions will be made for students who require a work term in order to graduate. **You will be required to show an OPG hiring manager your transcript, should you be invited to an interview.**

You may have the opportunity to assist in the support, development and implementation of our Work Program.

As the successful candidate, you may have the opportunity to assist in a variety of work assignments which may include:

- Publishing online (eLearning) courses using various industry standard software
- Providing front line phone support for OPG's eLearning environment
- Developing web-based training content using various tools including Microsoft Word, Excel and PowerPoint
- Contacting third party software manufacturers/vendors when required
- This job will provide you with the following professional development:
- Web based application development tools including Microsoft Office (Word, PowerPoint, Excel) and Articulate 360
- Working in a dynamic team work environment
- Development of client supporting, communication, time management, and organizational skills

Job Requirements

We are searching for an enthusiastic Webpage Publishing, Business, Teaching, English, Journalism, or Communications student who has completed a minimum of 1 year(s) and will be returning to university or college (full time) upon completion of this work term or requires one final work term to graduate.

Preference may be given to the candidate who has the following skills and qualification:

- Strong technical experience with Microsoft Office, including PowerPoint, Excel and Word
- Familiarity with Articulate products
- Strong troubleshooting, problem solving, and critical thinking skills
- Experience with client serving and communicating with external and internal stakeholders
- Excellent command of the English language (French is an asset)
- Capability with multitasking and meeting tight deadlines
- Willing to provide solutions that are complete and meet the requirements
- We hire dozens of students each term, and we work hard to keep them challenged and provide learning opportunities. In fact, many of our students return for a second term because the OPG experience is so valuable. So tell us what areas you're interested in and we'll tell you what you can accomplish in the months you're with us, while you enjoy networking with your peers in a flex-time and business-casual work environment!

OPG sincerely thanks all those who apply, however only those selected for an interview will be contacted. In the event you are invited for an interview, please note you will be required to provide transcripts. If you receive an interview, please notify the hiring manager of any accommodations you may require for the selection process.

You must be eligible to work in Canada.

OPG supports the principles and practices of diversity.

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Preferred Academic Level	Undergraduate
All Programs	No
Targeted Degrees and Disciplines	Bachelor of Arts (BA) Bachelor of Fine Arts (BFA) Bachelor of Management (BMGT) Bachelor of Science (BSC) Computer Science BSc English General Major - Humanities General Management Marketing New Media
Projected Start Date	January 01 12:00 AM
Projected End Date	August 31 12:00 AM

Application Information

If by Website, go to <http://www.mypowercareer.com>

Additional Application Information

Transcripts may be required at time of interview.