



Village of Ryley – Job Description

Position:	Summer Student – Admin	Date Written:	April 29, 2026
Reports To:	Office Manager	Position starts:	Once a suitable candidate is found

The Summer Student is responsible for providing administrative support to the Office Manager

Pay starts at \$20/hour

Schedule: Monday – Thursday 8:30 AM to 4:30 PM, 30 hours/week

RESPONSIBILITIES

- Organization, filing, general administrative support as needed
- Greeting residents, answering the phone and directing inquiries and messages
- Perform a variety of safe and efficient tasks in the office environment
- Duties related to operational health and safety (OHS)
- Participate in staff meetings and events

QUALIFICATIONS

- Friendly personality; commitment to providing excellent customer service; effective interpersonal skills when dealing with customers, residents, and other staff
- Good organizational and planning skills
- A very high degree of thoroughness, accuracy, and attention to detail
- Can work independently as well as a team member
- Possess the ability to maintain confidentiality

EDUCATION & EXPERIENCE

- A minimum of grade 10 education
- MUST be organized, efficient and dependable
- Prior office experience and First Aid certification is considered an asset