

**Thunder Bay Hydro is pleased to offer the following Summer Student Co-op positions in 2012:**

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### **CONSERVATION & ENERGY SERVICES\* – 1 vacancy exists**

**Qualifications:**

- Enrolled in a post-secondary program (diploma or degree) preferably in marketing and returning as a full-time student in the fall of 2012.
- Experience with data entry and Microsoft Office software (Excel, Word and PowerPoint).
- Excellent presentation, verbal and written communication and customer service skills.
- Must be self-motivated, organized and task-oriented.
- Ability to work independently and in a team environment.
- Must have a valid driver's license and the use of a vehicle.

**Preferred Qualifications:**

- Knowledge of the electrical industry and/or conservation and energy programs.
- Knowledge of Windows 7.

**General Duties:**

- Assist in the promoting and marketing of efficient use of electrical energy and conservation initiatives to residential and commercial customers.
- Assist in the delivery of information on conservation and demand management programs.
- Collect and provides information and data with respect to conservation and demand management for regulatory filings and applications including quarterly and annual reports.
- Assist with public relations activities including electrical safety and energy conservation and demand management to the general public.
- Perform other related duties as assigned.

### **CUSTOMER SERVICE\* - 1 vacancy exists**

**Qualifications:**

- Enrolled in a post-secondary business program (diploma or degree) and returning as a full-time student in the fall of 2012.
- Knowledge of Windows and Microsoft Office software.
- Must be self-motivated and a quick learner.
- Able to work in a team environment.

**Preferred Qualifications:**

- Experience in data entry and frontline customer service an asset.
- Organizational and/or prioritization skills.
- Excellent interpersonal/communication skills.
- Knowledge of Windows 7.

**General Duties:**

- Handle various customer service inquiries and requests.
- Perform other related duties as assigned.

## **ASSET MANAGEMENT & ENGINEERING\* – 2 vacancies exist**

### **Qualifications:**

- Enrolled in a post-secondary engineering program (diploma or degree) and returning as a full-time student in the fall of 2012.
- Knowledge of Windows and Microsoft Office software.
- Knowledge to update and review AutoCAD 2D drawings.
- Valid driver's license and passing of the driver's proficiency exam.
- Must be self-motivated and a quick learner.
- Able to work independently and in a team environment.

### **Preferred Qualifications:**

- GIS/GPS Mapping experience.
- Experience reading electrical schematics.
- Database application programming (MS Access, SQL, etc.).
- Knowledge of Windows 7.

### **General Duties:**

- GIS input and field data collection related tasks.
- Underground cable location mapping and related tasks
- Perform other related duties as assigned.

## **POWERLINE/LABOURER\* – 2 vacancies exist**

### **Qualifications:**

- Enrolled in a post-secondary electrical program (diploma) and returning as a full-time student in the fall of 2012.
- Knowledge of Windows and Microsoft Office software.
- Must be self-motivated and a quick learner.
- Able to work in a team environment.

### **Preferred Qualifications.**

- Strong mechanical aptitude.
- Enjoy working outdoors in all weather conditions.

### **General Duties:**

- Assist the labour crew in installing duct work and/or trenching.
- Assist the Power Line crew, as required.
- Hand digging while working around other utilities.
- Traffic control/flagging for line crews.
- Clean up of Thunder Bay Hydro construction sites and/or Operations Centre yard.
- Painting (both inside and outside).
- Assist Station Maintenance crews, as required.
- Perform other related duties as assigned.

## **INFORMATION SYSTEMS – 1 vacancy exists**

### **Qualifications:**

- Enrolled in a post-secondary computer science or information technology program and returning as a full-time student in the fall of 2012.
- Knowledge of Windows and Microsoft Office software.
- Strong PC/networking skills.
- Must be self-motivated and a quick learner.
- Able to work in a team environment.

### **Preferred Qualifications:**

- Knowledge of Windows 7.
- Experience with Microsoft Active Directory.
- Ability to load and configure standard Windows based systems.
- Lotus Notes experience.
- Terminal server/Citrix environment knowledge.

### **General Duties:**

- Assisting with physical organization and tasks.
- Procedure documentation.
- Assisting with Corporate PC/printer rollout.

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## **ADDITIONAL QUALIFICATIONS**

To be considered for summer student employment with Thunder Bay Hydro, students must have been attending school on a full-time basis for the 2011-12 school year, and be returning to full-time studies for the 2012-13 school year. In addition, all students must be enrolled in a co-op program at an accredited college or university.

\*In addition, eligible applicants for these positions must be Northern Ontario secondary school graduates who are 29 years of age or under and currently be enrolled in a co-op program at an accredited college or university (as per funding requirements).

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**HOURLY RATE: \$14.5341 (May 1, 2012 rates)**

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**INTERESTED STUDENTS ARE TO SUBMIT THE FOLLOWING DOCUMENTS TO ONE OF THE FOLLOWING OFFICES: (i) CO-OPERATIVE EDUCATION AT CONFEDERATION COLLEGE OR (ii) THE STUDENT SUCCESS CENTRE AT LAKEHEAD UNIVERSITY:**

- A COVER LETTER INDICATING THE POSITION TITLE
- RESUME
- COMPLETED TBHYDRO "SCHOOL VERIFICATION OF ENROLLMENT FORM" (download blank copy from <http://www.tbhydro.on.ca/Careers>)

**PLEASE DO NOT SEND OR DROP OFF INFORMATION DIRECTLY TO THUNDER BAY HYDRO.**

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**DEADLINE FOR APPLICATIONS IS 4:00 P.M. ON FEBRUARY 15, 2012**