**COUNTY OF ST. PAUL**

5015 – 49 Avenue, St. Paul, Alberta, T0A 34A

Phone: 780-645-3301

Email: countysp@county.stpaul.ab.ca

[www.county.stpaul.ab.ca](http://www.county.stpaul.ab.ca)

*Our Mission - To create desirable rural experiences*

**Summer Student Employment**

The County of St. Paul is seeking **two students** to work in the **Administration Office** and **one student** to work in the **Public Works Shop**. The positions will be responsible for providing administrative support such as answering phones, serving the public, accepting payments, and other administrative tasks as required.

The successful candidates will also be involved with special projects.

Qualifications

* High School Diploma
* Currently enrolled in post-secondary
* Excellent computer skills
* Communication, interpersonal and strong customer service skills

A complete resume and cover letter detailing experience, education, and qualifications should be submitted by Friday, March 22, 2024 at 4:00 p.m. to jobs@county.stpaul.ab.ca.

Employment Term: One position - April 22nd to August 31st

Two positions - May 1st to August 31st

Only those applicants shortlisted will be notified.