

SUMMER STUDENT AND CO-OP EMPLOYMENT OPPORTUNITIES

Halifax, Nova Scotia

About the Workers' Compensation Board of Nova Scotia

The Workers' Compensation Board of Nova Scotia (WCB) is the province's provider of workplace injury insurance. We inform and inspire Nova Scotians in the prevention of workplace injury. But if it occurs, we support those whose lives it touches by championing a timely return to safe and healthy work. We also provide caring, compassionate support in the wake of workplace tragedy. Our employees describe the culture as Collaborative, Evolving, Service-Minded and Team-Focused.

About the Role

The WCB Nova Scotia is seeking general office and administrative support to join various teams throughout the organization on a summer term basis. The term runs from May 5, 2025, to August 29, 2025, for a period of 17 weeks.

The Summer Student and Co-op Student Employment Programs are aimed to provide students with valuable work experience that contributes to their education and helps them gain work experience. The Summer Student and Co-op Student positions contribute to the overall effective delivery of specialized services to our internal and external customers through performing general office administration tasks including but not limited to, data entry and administration, handling and resolving inquiries, and supporting projects and initiatives.

Opportunities are available within our following teams:

- Prevention and Return to Work
- Central Services
- Health Services
- Internal Appeals and Legal Services
- Human Resources
- Communications
- Information Technology
- Finance

If you possess a high level of accuracy, integrity, and enjoy working collaboratively in a fast-paced environment, our Summer Student and Co-op Student positions could be the ideal opportunity for you.

Your Experience & Skills

- Have or be completing the first year of a post-secondary program and be returning to school in the fall full-time (those contacted for an interview will be asked to provide confirmation of enrolment in a minimum of three courses for the Fall 2025 semester).
- Demonstrate strong written and verbal communication skills.
- Possess strong keyboarding skills and be familiar with the use of various computer software/applications and other office technology.
- Demonstrate strong attention to detail and a commitment to accuracy.

- Have a natural ability to build and maintain strong relationships and enjoy interacting with others daily, as well as work independently with minimal supervision.
- Demonstrate time management and organizational skills.

Previous general office, data entry and/or administrative experience is an asset.

We offer a competitive hourly rate of \$20.00 per hour.

Application Details

Please email your resume and cover letter as **one** document **with your name and the job title in the document title** (Microsoft Word format) to hrdept@wcb.ns.ca by **4 pm, February 28th, 2025**. In the **subject line of your email, please quote competition number: JV 21-25 EXT Summer Students**.

We thank all candidates for their interest. Selected candidates will be contacted to participate in interviews (virtual or in-person). *Please note:* WCB is required to check all employment references before presenting an offer to the successful candidate.

Diverse & Inclusive Workplace

The WCB Nova Scotia is an equal opportunity employer, committed to an inclusive workplace culture and an accessible work environment where diversity thrives.

The WCB Nova Scotia is the province's provider of workplace injury insurance. Our people are safety champions with a caring, compassionate and can-do-attitude. At the WCB Nova Scotia, every employee is an important contributor to our organization's corporate goals. We strive to advance our inclusive workplace culture by weaving the social, cultural, visible, and invisible differences of our employees into our way of work. We also take inspiration from the diverse communities we serve across Nova Scotia.

We have adopted a foundational Inclusive Workplace Policy that strives to build upon our core values of safety, care, and compassion. We stay in practice to increase our cultural competency and strengthen our relationships with community.

The WCB Nova Scotia is committed to an inclusive recruitment process and workplace that is accessible and accommodating to individuals with disabilities and other protected characteristics to support their full participation in the recruitment process and workplace.

Accommodation Request

WCB Nova Scotia is an equal opportunity employer that is committed to working with job candidates and employees to request reasonable accommodation in a confidential manner.

To request accommodation, please contact the Human Resources team by email at hrdept@wcb.ns.ca. All information received will be kept confidential.