



COOPERATIVE EDUCATION

NEW PLACEMENT INFORMATION



Company Name: The Hamilton Law Association
Address: 45 Main Street West City: Hamilton Postal code: L8N 2B7
Name of Contact Person(s): Marica Piedigrossi
Telephone: 905-522-1563 Fax: 905-572-1188 E-mail: mpiedigrossi@hamiltonlaw.on.ca
Co-op Job / Placement Title: Library & Event Assistant
Number of Placements Available: 1

Semester 1 (Sept. – Jan.) ☐ am ☐ pm ☐ either ☐ all-day
Semester 2 (Feb. – June) ☐ am ☐ pm ☒ either ☒ all-day
Summer Co-op (July - August): ☐

Hours (and days) of Work: Office is open from 8:30-5. Hours and days are flexible

Will the student be paid a wage or given an honourarium? Yes ☒ No ☐

Job Synopsis and Tasks (Observed and/or performed by the Co-op Student):

The Library & Event Assistant reports to and receives day-to-day supervision from the Librarian, Library & Executive Assistant and Event Coordinator & Financial Assistant. General duties will include assisting in the Library with shelving and sorting, assisting with educational event coordination and helping the day of the event, as well as other general office tasks.

Job Requirements (Skills, Personal Qualities):

The ideal candidate should be demonstratively fluent in MS Office, be energetic and a team player, be strongly detail oriented with a high level of accuracy, have strong written and verbal communication skills and have an interest in event coordination and library work.

Do you employ apprentices or any certified trades? Yes No ☒

Would you be willing to have students come in for short term (approx. 2 weeks) Work Experience? Yes No ☒

Is it okay for Co-op teachers to contact you directly? Yes ☒ No

I'd rather be contacted by the HWDSB Central office Yes ☐ No ☒

An OYAP student is any student taking part in Co-op in an "Apprenticeable" occupation ☐ ☐
The Hamilton-Wentworth District School Board

Completed forms can be e-mailed to: mburnel@hwdsb.on.ca or faxed to: 289-674-0409