
Summer Student Internship – Operations Assistant

Job Summary: We seek a highly motivated and talented individual to join our department as a Summer Student Intern – Operations Assistant. As an integral team member, under the direction of the Manager, Planning and Operations you will work across the department to execute various project that support operational objectives.

Responsibilities:

- Updating and maintaining records
- Design and execute a strategy for digitizing paper files
- Verifying accuracy and completeness of documents
- Performing routine data entry
- Maintaining a filing system
- Maintaining information on digital platforms
- Handling sensitive and/or confidential information
- Formatting data collected for presentations and reports

Qualifications:

- Currently enrolled or completed a Bachelor's degree at an accredited postgraduate institution
- Excellent verbal and written communication skills
- Strong attention to detail and organizational skills
- Proficient in Microsoft Office and Google Suite
- Ability to work in a fast-paced environment and meet deadlines

Duration: This is a full-time, 10-12 week summer internship with an anticipated start date in May or June 2026.

Compensation: This is a paid internship with a competitive hourly rate based on qualifications and experience.

To Apply: Please submit your resume and cover letter to nicole.kuchinsky@utoronto.ca.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.