

EMPOWERING ONTARIO'S ENERGY FUTURE

2019 Summer Student Opportunities

Summer Student, Supply & Infrastructure, Applications division

(1 Position)

Job ID #SUM2019 -01

We are the Ontario Energy Board - Ontario's independent energy regulator. We work to ensure a sustainable, reliable energy sector that helps consumers get value from their natural gas and electricity services – for today and tomorrow.

Division Overview:

The Applications Division is responsible for managing and processing all proceedings relating to rates, facilities, and conservation, as well as operational policies in support of applications. It also conducts research on emerging energy issues. The Division is comprised of four departments: Supply & Infrastructure, Major Rate Applications, Incentive Rate Setting & Accounting, and Application Policy & Climate Change. The Supply & Infrastructure department is looking to hire an energetic summer student to join the team. The Supply & Infrastructure department is responsible for assessing and coordinating the analysis of applications related to electricity and gas facilities, as well as applications related to the consolidation of utilities. In addition, this group is responsible for supporting the OEB's review of supply related applications for the gas commodity, the regulated price plan for electricity consumers, and Ontario Power Generation.

Key Responsibilities:

Your responsibilities in the Supply & Infrastructure Department will include:

- Performing manual and on-line archival searches
- Sorting and organizing archived materials in accordance with standards and policies for storage of records and archival materials
- Developing tools, informational databases, and relevant catalogues of archival material to support the review of applications
- Extracting and consolidating data to perform analysis using statistical or quantitative techniques
- Conducting research on various issues and providing oral or written reports to the Project Advisors and Manager
- Assisting in preparing correspondence, presentations, briefing notes and writing reports as required

Candidates for this position should possess analytical and quantitative skills and have proficient skills in Microsoft Excel and Word. Strong oral and written communication skills are a requirement. Enrollment in an undergraduate program in Library/Information Science, Economics, Business, Engineering or a related post-graduate studies program is an asset.

Location: 2300 Yonge Street, Toronto, ON M4P 1E4

Duration: May – August 2019

Hourly Rate: \$19.94

To Apply

For more information, please visit the Careers page on our website at www.oeb.ca. Interested candidates should forward a cover letter and resume in confidence to the Careers mailbox at careers@oeb.ca by **March 21, 2019**. When applying, please quote the **Position Title and Job ID#** of the position you are applying for in the subject line of your e-mail.

As Ontario's independent energy regulator, the Ontario Energy Board is proud to be an Equal Opportunity Employer and offers a competitive compensation and benefit package.

We are committed to providing barrier-free and accessible employment practices in compliance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disability Act (AODA). Should you require accommodation at any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs.

We appreciate the interest of all candidates. We regret that only those candidates under consideration will be contacted.