



CPA

**CHARTERED
PROFESSIONAL
ACCOUNTANTS
PRINCE EDWARD ISLAND**

Chartered Professional Accountants of Prince Edward Island
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Student Research Assistant/Office Assistant

Position Type:	Student Position
Closing Date:	May 15, 2019
Date of Posting:	May 2, 2019
Organization:	Chartered Professional Accountants of Prince Edward Island
Position:	Student Research Assistant/Office Assistant
Hours of Work:	Up to 37.5 hours per week
Salary:	\$14.00 per hour (plus 4% vacation pay)
Term:	June 3 – Aug 23, 2019

A student research assistant position is available for an undergraduate student with interest in business. The objective of this project is create a list of businesses on Prince Edward Island for survey purposes.

The student will also perform office duties such as updating the website, updating the data management system, manage documents, assist with logistics of events, and other duties as may be required.

Qualifications:

Good working knowledge of Excel and other software such as Word and Adobe. Basic research methodology skills. General office skills. Good organization skills.

Consideration for the position will only be given to students who are currently enrolled in a recognized college or university full-time program and who plan to return to school.

Application Instructions:

Please submit electronically a cover letter and resume, including references, to CPA Prince Edward Island at info@cpapei.ca.

We appreciate your application, but only those selected for an interview will be contacted.