

Job Posting: Summer Student

Term: Contract (July 2 to August 29, 2025)¹

Location: Ottawa, Ontario

Application Deadline: April 25th, 2025

Note: Applications will be reviewed as they are received, and the position may be filled prior to the application deadline. Early applications are encouraged.

The **Federation of Dental Hygiene Regulators of Canada (FDHRC)** is a federation of organizations which have a statutory responsibility to regulate the profession of dental hygiene within their respective provinces. The mission of the FDHRC is to provide leadership on dental hygiene regulation and standards, enhancing public confidence in the dental hygiene profession.

We're looking for a **motivated and detail-oriented Summer Student** to support our team during the summer months. This is a great opportunity to gain hands-on experience in a professional office environment while contributing to meaningful work in the health regulation field.

What You'll Be Doing:

As part of the Assessment Administration team, you'll report to the Assessment Administration Manager and support day-to-day operations. Your responsibilities will include:

- Performing accurate data entry
- Organizing and maintaining digital and physical files
- Assisting with various administrative and office tasks as needed

What You Bring to the Role:

Must-have qualifications include:

- High school diploma
- Strong computer skills, including experience with Microsoft Word, Excel, and Teams, as well as comfort working with databases
- Excellent English communication skills, both written and verbal
- Great attention to detail and pride in doing high-quality work
- Ability to manage your time effectively, work independently, and show initiative

Nice-to-have qualifications include:

- Proficiency in French, both written and spoken, is an asset.

¹ The FDHRC is flexible with these and would consider a start date as early as June 23 and/or an end date of August 22.

Position Details:

- Full-time, temporary position: Monday to Friday, 8:30 AM – 4:30 PM
- On-site in the National Capital Region
- Hourly wage: \$22.80

Interested?

Please submit your **resume and cover letter** to exam@fdhrc.ca by the application deadline.

We kindly ask that applications be submitted directly by the candidates themselves.

We look forward to hearing from you!

Note that the FDHRC is committed to Indigenous reconciliation as well as equity, diversity, inclusion, and accessibility. We encourage qualified applications from all equity seeking individuals. We thank all applicants for their interest; only those selected for an interview will be contacted. Accommodations are available on request for applicants taking part in all aspects of the selection process. To request accommodation, please email the CEO at exam@fdhrc.ca.