

# STEP Services

## *Connecting students with jobs in the Provincial Government*

STEP Services provides a central registration and referral point for students seeking employment in provincial government departments, related agencies and Crown Corporations, such as Manitoba Hydro. There are approximately 1400 jobs available each year.

### **Who can participate?**

To work for the Province of Manitoba as a student employee you must meet two eligibility criteria:

- Be at least 16 years of age at the time of employment.
- Be attending school during the current academic year and returning in the next academic year.

### **What kinds of jobs are available?**

#### *Types of Work*

- Student jobs range from entry-level jobs to career-related positions.
- Work is available throughout Manitoba; hiring preference is given to students from the community where the job is located.
- Examples of jobs typically available include: Research Assistant, Tradeshelper, Junior Financial Analyst, Engineering Aide, Project Assistant, Policy Intern, Case Aide, Administrative Assistant, Day Camp Counsellor.

#### *Full-time Spring/Summer Jobs*

- Available May – August for post-secondary students and July – August for high school students.

#### *Part-time Fall/Winter Jobs*

- Available September – April for post-secondary students.

#### *Co-op Placements*

- Available year-round for post-secondary students enrolled in Cooperative Education Programs.

### **How to Apply**

- Complete the online registration form at [Civil Service Commission | Province of Manitoba | STEP Services \(gov.mb.ca\)](http://CivilServiceCommission|ProvinceofManitoba|STEPServices.gov.mb.ca)
- For more information email [step.services@gov.mb.ca](mailto:step.services@gov.mb.ca).