



**Student
Transportation
Services of
Waterloo
Region**

**102-550 Bingemans Centre Drive
Kitchener, ON N2B 3X9
519.744.7575
www.stswr.ca**

Student Transportation Services of Waterloo Region (STSWR) Inc. has been established as a consortium for the purposes of planning, managing, and providing pupil transportation for approximately 34,000 elementary and secondary students of two of the school boards in the Region.

STSWR is hiring temporary support staff to help with preparations for the upcoming school year and to manage the increased demands during September start-up.

- **Positions Available:** Two (2) temporary openings
- **Duration:** Short-term temporary (seven weeks, August to September)
- **Hours & Pay:** 35 hours per week, \$21.66/hour
- **Location:** This is an in-office position based in our office in Kitchener, ON. Remote work is not available.
- Successful candidates must have their own reliable transportation to and from the office. STSWR is located on GRT Route 34 – Bingemans (Stop # 3459 – 540 Bingemans Centre Dr).

Qualifications

- Strong verbal and written communication skills; able to communicate clearly, confidently, and professionally
- Proven experience handling high volumes of phone calls and composing accurate, professional emails (Gmail preferred)
- Proficiency working on a computer throughout the day; comfortable using digital tools and learning new software quickly
- Well-organized and attentive to detail; able to handle clerical tasks in a fast-paced, service-focused environment (experience with transportation planning software is an asset)

Key Responsibilities

- Respond to phone and email inquiries from families, school staff, and bus operators
- Enter and update data accurately in transportation software
- Assist with back-to-school start-up tasks, including preparing and sending letters, kindergarten bus tags, and related materials
- Support daily operations by resolving transportation issues, assisting with emergency response, and providing general administrative support as needed

Please Note:

References will be contacted for candidates selected to move forward in the hiring process.

Please forward your resume to careers@stswr.ca by 4:00 p.m. on July 18, 2025.



Student Transportation Services of Waterloo Region (STSWR)

STSWR is committed to fair and equitable hiring practices that allow us to hire qualified staff who reflect the diversity of the community we serve, who will foster the success and well-being of our students and who demonstrate a commitment to equity and inclusion in our workspaces.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- persons with visible and/or invisible (physical and/or mental) disabilities;
- persons who identify as women; and
- persons of marginalized sexual orientations, gender identities, and gender expressions.

We will make any appropriate accommodation based on any of the human rights protected grounds, to support candidate participation in the hiring process.

