



Engineers PEI is the business name of
The Association of Professional Engineers
of the Province of Prince Edward Island

135 Water Street
Charlottetown, PE
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www.EngineersPEI.com

Job Title	Student Assistant
Start date	May 4, 2026 (can be flexible)
Hours per week	5
Hours per day	Flexible as agreed on in advance with Office Manager and Registration Co-Ordinator
Hourly Rate	\$17.00 per hour plus 4% vacation pay
Job Location	135 Water Street, Charlottetown, PEI
Reporting to	Office Manager and Registration Co-Ordinator
How to apply	Applications including a cover letter and resume to be emailed to: info@engineerspei.com Application deadline: April 17, 2026 Please note that only successful applicants will be contacted via email for next steps.

Company Overview/Background

Engineers PEI operates under the provisions of the Engineering Profession Act, 1990, and the By-Laws and Code of Ethics of the Association. It has the legislated authority and responsibility to regulate the practice of engineering and to govern members, licensees, engineers-in-training and holders of certificates of authorization in accordance with the Act and By-Laws and Code of Ethics.

Our office is staffed by an Executive Director/Registrar (P.Eng.) and an Office Manager & Registration Coordinator.

For more information see our [website](#).

About the Role

The Student Assistant provides support to the Office Manager and Registration Co-Ordinator

Responsibilities

1. Filing
2. Scanning of member files to backup drive
3. Shredding files
4. Office cleaning
5. Assisting with any additional office duties, as required

Qualifications (Education and Experience)

- Currently enrolled as a student (high school, college, or university)
- Ability to manage time effectively and work independently with minimal supervision

Learning Outcomes for the Student

- Not applicable for this position

Additional Information

Our office is located near the waterfront in downtown Charlottetown and is close to a walking trail and several amenities.

Statement on Inclusion, Diversity, Decolonization, Equity and Accessibility

Engineers PEI is committed to improving the inclusivity and retention of underrepresented groups in engineering and will work to remove barriers to entering the profession. Engineers PEI acknowledges the urgency and importance of addressing systemic racism and systemic issues of inequality in the environments in which all registrants practice. In our endeavors, events, and activities, Engineers PEI will strive to be a welcoming and inclusive membership anchored in the laws and the Code of Ethics of professional licensure for engineering practice and for a sustainable world, as excellence in all facets of engineering can be achieved only by embracing collectively our diversity, through an inclusive approach