

MISSISSAUGAS OF SCUGOG ISLAND FIRST NATION

Open Job Posting

JOB ANNOUNCEMENT

Summer Student Coordinator

POSITION: Summer Student Coordinator

POSTING DATE: June 7/2018

ANTICIPATED START DATE: As Soon As Possible

REPORTS TO: Education Advisor

HOURS OF WORK: Monday to Thursday 8:30 a.m. to 4:30 p.m.; Friday 8:30 a.m. to 1:00 p.m.
Some flexibility required to meet summer student program needs. Must be available to work one day of the Pow-Wow weekend (July 21 & 22, 2018)

DUTIES:

- Source and identify, in consultation with Managers, Supervisors, and Human Resources, available employment opportunities for MSIFN secondary and post-secondary summer students and Source, implement and oversee special work projects and assignments for summer students to ensure a minimum 34.5 hour work week.
- Actively participate in the development of programs and activities for MSIFN summer students.
- Assist with student training and orientation.
- Assist the Education Advisor with summer student funding paperwork.
- Research, develop, implement and administer a summer student professional development program in consultation with the Education Advisor.
- Create, maintain and implement summer student work schedules.
- Monitor summer student attendance and report any concerns to the Education Advisor.
- Maintain and post a monthly summer student activity calendar and schedule.
- Organize summer student office administrative work pool and distribute work evenly to students participating in the pool.
- Supervise, coach and counsel Office Administrative Assistant students in their day to day work activities and provide back-up supervision for all other student employment positions in the absence of the students' regular supervisor (to accommodate holidays, meetings, etc.).
- In consultation with the Education Advisor, ensure processes and procedures in the "Summer Student Program Procedures" binder are followed.
- Submit a monthly summer student program progress report to the Education Advisor.
- Encourage student goal setting, regular attendance and participation in workplace activities.
- Create rewards and recognition opportunities for summer students.
- Maintain active and regular contact with MSIFN summer students, including but not limited to phone calls, emails, instant messages, Facebook, interoffice memos and letters and provide assistance wherever possible.
- Coordinate, produce and disburse MSIFN summer student monthly newsletter (1-2 pages) highlighting student activities and accomplishments and summer student program events for insertion in MSIFN monthly newsletter.
- Process summer student paperwork for Office Administrative Assistant students, including applications for leave and weekly timesheets.
- Assist Education Advisor and other staff with office work if time allows, including reception coverage, faxing, photocopying and other assigned duties.
- Planning/organizing special events/trips, budget control, scheduling, site visits, ordering and picking up supplies (including catering requirements), etc.
- Demonstrate energy and enthusiasm for the program activities and take the lead on activities and programs.
- Be a positive role model for summer students.
- In consultation with the Education Advisor, for Office Administrative Assistant students, conduct interim and season-ending evaluations, exit interviews and an overall program evaluation at the end of the season and ensure those documents are received from other Summer Students.

PAY RATE: *15.32/hour
(MSIFN post-secondary summer student rate)

*Possible top up to MSIFN training rate for entry level position (\$18.19/hr.) in the form of a bonus, based on attendance, reliability and performance

MINIMUM QUALIFICATIONS: Post-Secondary Student, returning to full time studies in the fall.

- Age 15 - 24
- Post-Secondary Student, returning to full time studies in the fall
- Reliable means of transportation to and from work
- CPIC acceptable to position upon conditional offer
- Good oral and written communication skills
- Ability to work well with others (team player)
- Ability to show initiative and work independently and unsupervised
- Experience in Microsoft Office (MS Word, Excel, PowerPoint and Outlook)
- Some knowledge of and/or experience with general office equipment
- Valid Driver's License and \$1M Liability Insurance

CONSIDERED AN ASSET:

- Knowledge and understanding of Native culture, traditions, teachings, community dynamics and previous related experience on a First Nation
- Current First Aid, CPR, Health and Safety and/or WHMIS certification
- Previous experience supervising and/or coordinating summer students
- Keyboarding 35 words per minute
- Experience in planning and coordinating events

TO APPLY: Complete application form (mandatory - can be picked up at the band office) or also send resume, including a cover letter, to Barbara Kerel (e-mail or fax acceptable). Must include proof of return to school in the fall (i.e. confirmation of registration or course schedule from the education institution).

DEADLINE: **June 14/2018**
Those who miss the deadline may qualify to apply during the next stage if the position is not filled.

QUESTIONS: **Barbara Kerel**
Phone: 905-985-3337 Ext. 242
Fax: 289-312-4647
bkerel@scugogfirstnation.com

Previous initiative, attendance and work performance (for those who had previous summer or other employment at the First Nation) will be taken in to consideration.

The MSIFN is committed to employment equity. All qualified candidates are encouraged to apply; however, Aboriginal applicants will be given priority. Qualified candidates who self-identify as "Aboriginal" as defined in the MSIFN Recruitment Policy, will be given preferential consideration for any position.

"An Equal Opportunity Employer"