



# Employment Opportunity **SUMMER STUDENT EMPLOYMENT OPPORTUNITIES (8)**

Reference No. QSL-FNESC-SWEP-0617

**PURPOSE:** To provide secondary and post-secondary returning students the opportunity to develop their job experience in a meaningful work environment. To provide returning students the learning opportunity to build skill sets that will be of benefit to their future endeavors. **Start dates for positions vary; please see each position below.**

**REQUIREMENTS:**

- Must be of Cowichan Tribes ancestry and a current full-time student in 2016-17 fiscal school year and returning a full-time student in the fall of 2017
- Social Insurance Number required
- Meet age requirement of minimum 15 years of age
- Ordinarily reside on reserve or in recognized communities or on community lands;
- Be legally entitled to work in Canada
- Candidates over 18 will be required to obtain a criminal record check as per Human Resources Policy Section 4.10
- Must be a team player and able to work independently
- Demonstrated well-developed verbal, written and interpersonal communication skills
- Demonstrated ability to multi-task and manage time effectively

**APPLICATION CHECK-LIST:**

- Summer student application form.
- Cover letter how the position(s) you are applying for will benefit you with your educational, career and personal goals.
- Resume outlining your past work experience.
  - *Assistance is available through QET Department for Resume writing*
- Copies of training certificates (if applicable).

POSITION	EDUCATIONAL REQUIREMENT AND ROLE
Administrative Clerk, Quw'utsun Syuw'entst Lelum'	<b>July 4 – August 25, 2017</b> The <i>high-school</i> candidate (15 years and above due to funding requirements) will provide administrative support to the Culture and Education department by: preparing, setting-up and maintaining spreadsheets, data-base records and other filing systems. The student will prepare a variety of documents such as correspondence, reports, briefing notes, and memorandums. This position will also engage in coordination and delivery or department events, attend meetings other administrative tasks.
Child Care Assistant, Lelum'uy'lh Daycare Centre	<b>July 4 – August 25, 2017</b> The <i>high-school</i> candidate (15 years and above due to funding requirements) with a keen interest in Early Childhood Education as a career. In this position, the successful student will support the ECE's with supervising and interacting with children from 3-5 years of age. The student will work one-on-one and in small groups supervising outdoor play at the daycare center and/or on field trips. This position will include maintaining a clean and safe work/play environment.

Cultural Research Assistant, Quw'utsun Syuw'entst Lelum'	<b>As soon as possible – August 25, 2017 (July 4<sup>th</sup>, if a high-school student)</b> The <i>secondary</i> or <i>adult-upgrading</i> candidate (15 – 30 years old due to funding requirements) will schedule, coordinate and/or attend meetings with Elders, Elders' Committee meetings and Hul'q'umi'nun language classes. The student will also develop curriculum and other resources to support language learning, conduct internet research and collect images to illustrate resources. This position will also entail transcribing and scanning documents into an electronic format, compiling and organizing cultural resources and historical data collection.
Intake Worker, Social Development	<b>As soon as possible – August 25, 2017</b> The <i>adult-upgrading</i> or <i>post-secondary</i> candidate (15 to 30 years old due to funding requirements) will become familiar with the client intake process, prior to meeting the program advisor. The Intake Clerk will be responsible for greeting clients, data entry, filing, and other administrative duties including answering the telephone.
Office Clerk, Sustainable Housing Department	<b>As soon as possible – August 25, 2017</b> The <i>adult-upgrading</i> or <i>post-secondary</i> candidate (15 to 30 years old due to funding requirements) will gain a general overview of the activities of the Sustainable Housing department; become familiar with data-base software and information management systems; and develop interpersonal communication and team work skills.
Data Entry Clerk, Quw'utsun Syuw'entst Lelum'	<b>As soon as possible – August 25, 2017</b> The <i>post-secondary</i> candidate (15 – 30 years old due to funding requirements) will support the integration of a new data-base system for the Transportation Department. The position will include: collecting and entering data into the new database; maintaining accurate records of Transportation files. There will be an opportunity to support the process of policy development.
General Maintenance Worker, Sustainable Housing Department (2)	<b>As soon as possible – August 25, 2017</b> The <i>adult-upgrading</i> or <i>post-secondary</i> candidate (15 to 30 years old due to funding requirements) will work with Sustainable Housing to provide general residential building maintenance and grounds maintenance, including yard work and residential building repairs. This opportunity will allow the student to work in the community and to support the Sustainable Housing Department's core staff in residential maintenance.

*As per funding requirements these positions are open to Cowichan Members only. Late applications and applications without supporting documentation will not be accepted.*

**Please refer to Reference QSL-FNESC-SWEP-0617  
when submitting cover letter, resume, and references to:**  
Human Resources Department, Cowichan Tribes  
5760 Allenby Road, Duncan, BC V9L 5J1  
**EMAIL:** [resume@cowichantribes.com](mailto:resume@cowichantribes.com)  
**WEBSITE:** <http://www.cowichantribes.com>  
**DEADLINE: 4:00 p.m. June 15, 2017, 2017**

