



# EMPLOYMENT OPPORTUNITY

**Job Title: Summer Student Workers (9 Positions)**

**CLOSING DATE: June 16 2017**

**DEPARTMENT:** Capacity

**STATUS:** Full- Time temporary (**Summer**)

**SALARY:** C/TFN Wage Scale Level A depending upon experience/education/knowledge

## **JOB SUMMARY**

Under the direct supervision of the Respective Department Supervisor and the Career Manager, the Summer Student`s will be placed in various departments within C/TFN and will complete various daily/weekly tasks given to them in a timely manner.

## **QUALIFICATIONS**

**May be required to work on some or all of the following tasks:**

- Working with Career Manager and other C/TFN Departments as required;
- prepare & organize correspondence, perform data entry and word processing functions,
- Provide customer service assistance by performing reception duties, responding to public and/or internal inquiries;
- Assist with filing, conduct research, and input data
- Minor building maintenance repair
- Minor carpentry duties
- Participate in all staff meetings, planning sessions and in activities requiring collective participation;
- Understands respective department goals & visions
- Ability to work independently and in a team environment;
- Required to take an active role in their personal and professional development;
- Other related duties as required.
- Follow the traditional teachings on the Values and Virtues of life around mental, emotional, spiritual and physical aspects within C/TFN Book 1 and 2 – Family Act;

## **CONDITION OF EMPLOYMENT**

- Sign and abide by C/TFN Code of Ethics;
- Participate in all aspects of the Summer Student Employment Program;
- Currently enrolled in grade 7-12 or graduated the previous year;
- Knowledge of C/TFN culture, history, goals and aspirations or willingness to learn;

An eligibility list will NOT be established from this coCurrently enrolled in grade 7-12 or graduated the previous year;

Knowledge of C/TFN culture, history, goals and aspirations or willingness to learn;mpetition. No compensation will be given for moving costs and must be eligible to work in Canada.

**We thank all those who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Carcross Tagish First Nation citizens on all competitions for C/TFN.**

Candidates applications/resumes should clearly demonstrate their related qualifications, since selection for further consideration will be based on the information provided. Job descriptions are available from the C/TFN Human Resource Department

**APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.**

Please apply to:

Carcross/Tagish First Nation

Finance & HR Department

Box 130, Carcross, Yukon Y0B 1B0

Phone: (867) 821-4251 Ext 8213 or 8269 Fax: (867) 821-3903

Email: [humanresources@ctfn.ca](mailto:humanresources@ctfn.ca)