

## **STUDENT SUMMER EMPLOYMENT 2018**

**Start Date:** July 09, 2018

**End Date:** August 31, 2018

**Hours per week:** 35 hours

**Work Hours:** 8: 30 am – 4:30 pm.

**Location:** AOSA Centre, 17304-105 Avenue (Yellowhead Tribal College), Edmonton

The YTC Canada Summer Job Program is currently seeking to employ 20 Post-Secondary Students to provide each student with an opportunity to obtain valuable work experience, as well as develop new skills in the areas of **Coordination, Management, and Communication**. The following information provides you with a brief description on the summer positions available, as well as the number of students required. All positions will work under the direct supervision of the ASETS Summer Student Supervisor.

### **Job Positions:**

- **Summer Student Coordinators (1)**
- **Assistant Coordinator (1)**
- **Indigenous Film Maker (1)**
- **ASETS Data Assistant (2)**
- **Indigenous Story Tellers / Script Writers (3)**
- **Assistant Financial Officers (2)**
- **Costume and Set Traditional Designers (5)**
- **Cultural Events Film Crew (5)**

### **Qualifications:**

- Must be a Post-Secondary student registered in the previous academic year with the intent of returning to education in the upcoming academic year.
- Must be between the ages of **18-30** (Students who are under 18 who are Secondary – Post-Secondary in the upcoming academic year may be considered)
- Must reside in Edmonton and have reliable transportation, as well as childcare
- Preference will be given to YTC membered First Nations (Alexander, Alexis, Enoch, O'Chiese, Sunchild)

### **Employment Requirements:**

- Excellent reading, writing and comprehension skills
- Knowledge of Microsoft Word, Excel and other professional media skills
- Willing to sign an 'Oath of Confidentiality' agreement
- Independent and able to follow direction accurately, as well as eager to learn
- Great interpersonal, communication and problem solving skills
- An interest in gaining cultural knowledge

***\*Speaking and/or understanding Ojibway, Cree or Nakota-Stoney will be considered an asset***

Please email or fax a resume along with a cover letter to

**Email:** [joy.sandy@ytcadmin.ca](mailto:joy.sandy@ytcadmin.ca)

**Fax:** (587) 524-0181

**Phone:** (587)524-0180

**DEADLINE FOR SUBMISSIONS IS 4:00 PM, FRIDAY, JUNE 29, 2018**