



Summer Student Employment Opportunity - Post Secondary Positions

Summer Student Program Supervisor (1)

**PENDING FUNDING*

Biitigong Nishnaabeg invites students up to 30 years of age coming from Post Secondary and returning in the fall to apply.

Under the Supervision of the Culture, Heritage & Tourism Manager, the Summer Student Supervisor will be responsible for:

- Planning and implementing activities which will support the Summer Student Employment Program;
- Maintain excellent file management for student files;
- Participate in the hiring and interview process of the summer students program;
- Keep in communication with each student's work place supervisor during the course of their employment placement;
- Submit bi-weekly timesheets to the payroll clerk and weekly reports to Manager of any concerns, issues, incidents regarding the program, where necessary;
- Design notices and newsletters to go out on behalf of the program;
- Plan and organize training for students;
- Provide periodic work place check-ins at all summer student work placements and collect student evaluations at the end of the placement;
- Research potential employment positions for the summer 2018 program;
- Assist and provide feedback to Manager on any possible Summer Student Policy revisions;
- Any other duties as assigned by the Manager;

Requirements:

- Excellent oral communication and writing skills;
- Strong supervisory skills or previous supervisor experience;
- Good organizational and conflict resolution skills;
- Proven ability in Microsoft Word, Excel, Publishing Programs and use of Internet for research;
- Must be punctual, consistent and excellent understanding of Student Policy and Procedures;
- A driver's license and access to a vehicle is preferred.

Applicants will be required to submit resume and cover letter, transcripts, student information form, consent to release of information form, and verification of returning to school. (All forms can be found at www.picriver.com)

**All Applications must be emailed to russell.twance@picriver.com by May 2nd at 12pm
Only those that submit ALL required information will be contacted for an interview.**