



**JOB POSTING
STUDENT-PROJECT AIDE
FULL-TIME TERM HIRE
(MAY-SEPTEMBER)
ENVIRONMENT**

DEPARTMENT OF INFRASTRUCTURE, HOUSING, & ENVIRONMENT

SALARY LEVEL: TBD

DEADLINE TO APPLY: OPEN UNTIL FILLED

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Environmental Services Manager, and Project Coordinator, the Project Aide will assist in the delivery of various projects under the Environment Program. They will be required to assist with note taking, meeting minutes, data entry, field works, and other support as required.

QUALIFICATIONS:

- In school, returning to school or otherwise be cognized as a student

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment. As a requirement of employment, all applicants must have a Canadian Social Insurance number. An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit application packages using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0