



**Beausoleil First Nation  
Trust Office  
11 O'Gemaa Miikan  
Christian Island, ON  
L9M 0A9**

Posted: April 15<sup>th</sup>, 2021

## **2021 POST-SECONDARY SUMMER STUDENT EMPLOYMENT CALL FOR EXPRESSION OF INTEREST LETTERS**

Beausoleil First Nation, through the Nookmis Revenue Fund 2021, is sponsoring Summer Employment Placement opportunities for Beausoleil First Nation post-secondary students who will be returning to full-time post-secondary studies in September 2021. The purpose of this employment sponsorship is to provide Beausoleil First Nation post-secondary students with a meaningful employment experience, professional growth, and professional development within their field of study. There are a limited number of placement positions available to fill.

### **KEY CONSIDERATIONS**

- **Must be a member of Beausoleil First Nation**
- **Students must provide verification of acceptance for post-secondary studies for Fall 2021**
- **\$15.00/hour for up to 35 hours per week, for 16 weeks**
- **A contract between the placement host and Beausoleil First Nation (BFN) is required**
- **All employment placements must adhere to their placement host's reporting, procedures, policies, and responsibilities, as well as BFN's Administration Policies and Procedures**
- **Student and employment placement host must complete a Student Evaluation upon successful completion of placement**

### **RESPONSIBILITIES**

- Student applicants will be required to secure their employment placement with their preferred department, agency, or organization with the support from the Post-Secondary Summer Student Employment Program Coordinator
- **Liaise** with the Post Secondary Summer Student Employment (PSSSE) Program Coordinator in preparation of job descriptions and other requirements as identified
- All sponsored students must **participate** in an Employee Orientation Session(s) prior to commencing employment placement
- Develop a work plan related to your employment placement that will include expectations and timelines
- Students will be responsible for submitting payroll information after it has been approved by their placement supervisor or manager to the Post-Secondary Summer Student Employment Placement Program Coordinator
- Biweekly payroll will be administered by BFN upon **punctual** receipt of timesheets
- Prepare a midway report/summary, due June 25<sup>th</sup>, 2021, that should demonstrate student's employment placement skill and knowledge development progress
- Prepare a final report/summary, due August 21<sup>st</sup>, 2021, demonstrating their skill and knowledge development goals successes from within their employment placement and how this experience has enhanced their area of study skills and career goals
- Must sign a confidentiality form for BFN as well as any required employment documents of the placement host

**Salary/wage:** \$15.00 per hour

**Hours of Work:** 35 hours a week

**Employment Sponsorship Duration:** May 10<sup>th</sup>, 2021 to August 20<sup>th</sup>, 2021

**Direct Supervisor:** Placement Agency designate in conjunction with PSSSE Coordinator

**Functional Supervisor:** TBD

**Closing Date:** Friday, April 29<sup>th</sup>, 2021 at noon, 12:00 pm EDT

**Questions? Email [toricress@chimnissing.ca](mailto:toricress@chimnissing.ca) or call 705-247-8982**

Expressions of Interest shall be delivered to Front Desk- Administration Building. Fax: 705-247-2239

They will consist of: **Cover Letter (Goals and Aspirations), Resume letter.**

Candidates will be required to submit a clean CPIC in adherence with placement requirements

All packages must be sealed and marked "**Confidential- Expression of Interest 2021 Post Secondary Student Employment**" addressed to the attention of: Tori Cress, Post Secondary Summer Student Employment Coordinator