



April 5th, 2024

## EXPRESSION OF INTEREST FOR 2024 POST-SECONDARY SUMMER STUDENT EMPLOYMENT PROGRAM

The Beausoleil First Nation Trust Office sponsors Summer Employment Placement opportunities for Beausoleil First Nation Post Secondary Students returning to full-time post-secondary studies in September 2024. This sponsorship aims to provide Beausoleil First Nation Post Secondary Students with meaningful employment experience, professional growth & development that must be related to their field of study.

### KEY CONSIDERATIONS

- **Must be a member of Beausoleil First Nation**
- **Open to Post-Secondary Students and Grade 12 Graduates Attending Post-Secondary Studies**
- **Students must verify acceptance for Post-Secondary Studies for Fall 2024**
- **Guaranteed 35 Hours Per Week**
- **12-16 Weeks of Employment**
- **Students may make their placement inquiries with their preferred department, agency or organization**
- **A contract between the sponsoring agency and Beausoleil First Nation is required**
- **All employment placements must adhere to their placement's reporting, procedures, policies and responsibilities and BFN's Administration Policies & Procedures.**
- **Students and employment placement hosts must complete a student evaluation upon completing the placement.**

### RESPONSIBILITIES:

- Student applicants will be required to secure their employment placement with their preferred department, agency or organization with the support of the Post-Secondary Summer Student Employment Program Coordinator.
- Liaise with the PSSEP Program Coordinator in preparation of job descriptions and other requirements as identified.
- All sponsored students must participate in an Employee Orientation Session(s) before starting employment placement.
- Develop a work plan for your employment placement that includes the expectations and timelines of your position.
- Students will be responsible for submitting payroll information.
- Bi-weekly payroll is administered by BFN upon punctual receipt of timesheets.
- Must sign a confidentiality form for BFN and any required employment documents of the placement host.

**Salary/wage:** \$17.50 - \$18.50

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

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

**Functional Supervisor:** TBD

Expressions of Interest can be emailed to [projects@chimnissing.ca](mailto:projects@chimnissing.ca). 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 2023 Post Secondary Student Employment**" addressed to the attention of: Jacob Monague Project Coordinator