



Mississaugas of the New Credit Employment & Training
659 New Credit Road, Building 2, RR 6 Hagersville ON N0A1H0
Tel:905-768-1181 ext 223 Fax: 905 768 0404
Email Michele.king@newcreditfirstnation.com

Mississaugas of the New Credit First Nation
Summer Student Job Description

Position Title: Clerical/Administrative Support
Position Purpose To provide assistance to the Social and Health Services Department

1. Accountability

- The **Clerical/Administrative Support** is supervised by the Director of Social & Health Service or designate.
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1. Detailed Responsibilities and Expected Results

- Complete filing for staff members, preparing file to be transferred to Records Department
 - Assist in the administrative requirements related to delivery of training programs.
 - Assist in day-to-day clerical tasks including assessing inventory and ordering supplies when necessary; organization of front reception area, teen room and photocopy room; purging or donation of infrequently used items, sorting incoming mail and faxes
 - Answer phone, retrieving messages, notifying appropriate staff of all visitors, and relaying messages to proper departments.
 - Maintain room bookings, event calendar, assist with newsletter; adhere to communications procedures pertaining to advertisement of events.
 - Shopping for program supplies when necessary
- I. The efficient, responsible and accountable use of resources entrusted for the delivery of services and programming within the community by:**
- Always maintain most efficient use of resources
 - Maintain strictest confidentiality
- II. Assists to ensure all the routines required by Social and Health Services are completed in accordance with organizational policies and procedures by:**
- Practicing, promoting and enforcing Health and Safety standards in all aspects of work;
 - Practicing and promoting an effective teamwork approach at all levels of the organization;
 - Providing open and comprehensive communications with all staff while still maintaining confidentiality.
- III. Other Duties**
- Performs other duties as assigned from time to time by the Director of Social & Health Services or designate;
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3. Qualifications

I. Education and Experience

- Currently enrolled in a post-secondary program in business/office administration, or related area. Must be enrolled full time for 2016/2017 Academic year and returning to school full-time in September 2017.



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II. Knowledge

- Knowledge of the Social and Health Services departments and the programs and services offered to community members and band membership.

III. Skills/Abilities

- Communication skills
- Organization skills
- Ability to accurately record data
- Adaptable
- Excellent time management
- Trouble shooting skills
- Resourceful
- Sound decision making skills
- Helpful, trustworthy, flexible, punctual

4. Assets

- Valid Driver's License, insured and/or reliable insured vehicle.
- Knowledge of the history, culture and /or language of the Mississaugas of New Credit First Nation is an asset.

5. Mandatory Requirements

- Must meet age criteria: 18 – 30 years of age as of start date.
- Must be Mississaugas of the New Credit First Nation Band Member (funding requirement)
- Must be enrolled full time for 2016/2017 Academic year and returning to school full-time in September 2017

6. Compensation:

- Post-secondary Student – set wage of \$14.00/hour
- **Start date:** June 12, 2017 for up to 12 weeks (37.5 hours per week)

7. Deadline

- Completed Employment & Training Intake Package, with resume and cover letter due to Employment & training office by Wednesday June 7, 2017 4:30pm