



Mississaugas of the 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@mncfn.ca

Mississaugas of the Credit First Nation Summer Student Job Description

Position Title: LMR Office Assistant

Position Purpose

- Provide Clerical support to the LMR staff
- Become familiar with the policies of the Organization and with the policies of LMR
- Assist in the general management and administration of the Department

Accountability

- The Lands, Membership and Research Summer Student will be supervised by the Director of Lands, Membership & Research

Detailed Responsibilities and Expected results:

1. The LMR Summer Student is expected
 - To follow and adhere to the policies and procedures of the MCFN
 - To work effectively in a teamwork environment
 - To become familiar with the policies and procedures that are directly related to the operation of the LMR Department's programs and services
 - To maintain strict confidentiality of the information gained in the department and any information pertaining to the band members
 - *Assist in a fair and effective delivery of the LMR programs, services and policies.*
 2. Administrative/Clerical Work:
The LMR Summer Student will assist with the day-to-day operation of the LMR Department by:
 - Creating individual member files for lands and membership
 - Research in ancestry of Band members
 - Updating individual personal data cards and records
 - Maintain tracking and recording of residency applications and Band Transfer
 - Organizing the "How to" procedures of all functions of LMR department
 - Provide receptionist duties when requested
 - Keyboarding, photocopying, scanning letters/documents, memo and other documents as requested
 3. 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
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- Maintain strictest confidentiality

Other Duties

- Perform other duties as assigned by the Director of Lands Membership Research, or designate
- During periods of emergency in the community, perform duties as assigned in accordance with the Community Emergency Response Plan

Qualifications

Education and Experience

Education:

- In a post-secondary program in aboriginal business or native studies

Knowledge:

- Working knowledge of the use of office machines
- Familiar with computers and knowledge in Microsoft word, Excel, PowerPoint

Skills/Abilities

- Ability to relate effectively with Band Members
- Attention to detail
- Strong time management skills
- Ability to follow directions
- Effective listening and complaint handling skills
- Resourceful, energetic, creative, responsible
- Punctual, dependable and flexible
- Strong communication skills

Mandatory Requirements

- Must have attended **Full-Time** school in 2018-2019 and returning to full time school in September 2019
- Aged 18 (Eighteen) to 30 (Thirty)
- Must be Mississaugas of the New Credit First Nation Band Members.(funding requirement)
- Standard First Aid Level C.
- Valid Safe Food Handlers Certification
- **The successful candidate will be required to have Current Criminal Records Check including vulnerable sector check,**

Compensation

- Post Secondary Student - minimum of \$14.00/hour - possibly higher pending available funding

Completed Employment & Training Intake Package, with resume and cover letter(s) due to **Employment & Training office by Friday May 3rd, 2019**