



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/04

## Student Co-op: Administrative Support

### Job ID

20-968-COOP-AS-03-7109

### Web Address

<https://careers.indigenous.link/viewjob?jobname=20-968-COOP-AS-03-7109>

### Company

CSIS

### Location

Ottawa, Ontario

### Date Posted

From: 2019-09-13

To: 2050-01-01

### Description

Closing Date 2019-10-16

Reference Number 20-968-COOP-AS-03

Job Category Co-op

Student job

### Who Can Apply Canadian Citizens

Location Ottawa, Ontario

Burnaby, British Columbia

Calgary, Alberta

Edmonton, Alberta

Montreal, Quebec

Toronto, Ontario

Winnipeg, Manitoba

Salary Range Hourly Salary

Status Term - 4 to 16 months

Language Requirement Various

### Job Summary

The Canadian Security Intelligence Service (CSIS) is looking for students who thrive on tackling diverse challenges in a unique environment. If you are up for the challenge and want to join one of our highest performing teams, there is no doubt that your contributions to CSIS will provide a meaningful impact to our mission of helping keep Canadians safe against national security threats. CSIS offers opportunities for students to gain valuable experience in providing a range of administrative support services in various departments of the organization, with the possibility to return for multiple placements in difference areas. Students will be given the opportunity to cultivate their skills and knowledge by being paired with experienced employees who will provide feedback during the work term. They will have the opportunity to broaden their knowledge and experience before choosing a career specialization. Students will assist with tasks that include but are not limited to the following:

- Assist the unit Head/DG by examining, analyzing, coordinating, prioritizing and organizing the administrative support work for the Branch;
- Prepare and process various administration requests;
- Maintain the Branch's budget;
- Provide management with relevant and useful data (ex: budget, performance evaluation, training, human resources, etc.) by developing and maintaining various systems;
- Liaise with managers/employees on expenditures by ensuring that they comply with policies and regulations and that funds are available;
- Act as a resource person by providing advice and policy interpretation to managers, employees and external candidates;
- Schedule and coordinate meetings with other enabling branches and/or clients and/or stakeholders;
- Prepare meeting documents and take minutes of internal meetings.

### Education

Undergraduate degree programs or College diploma in a related field including but not limited to:

- Business Administration
- Public Administration
- Social Sciences
- Office Administration

### Experience

Candidates with the following experience is preferable:

- Experience in administrative support functions (for example, functions where planning, organizing and coordinating activities/actions are required).

### Competencies

Program Specific:

- Dependability/Reliability
- Ability to Learn
- Respect

#### Job Specific:

- Professionalism
- Adaptability/Flexibility
- Rigour
- Organizational Skills/Multi-tasking
- Communication
- Initiative

#### Conditions of Employment

Students must be recognized as having full-time student status. Priority consideration will be given to those enrolled in an accredited co-op/internship program.

#### Notes

In their cover letter (which will be used as a screening tool), applicants must clearly demonstrate:

- they are applying for a co-op/internship program or as an independent student;
- their interest for a 4, 8, 12 or 16 month work term;
- their language proficiency in the second official language;
- their interest to work for CSIS.

In their resumes, applicants must provide full information about their school, work and volunteer experience in the past five years. Failure to provide complete information may result in rejection of your application. Second language evaluation tests might be administered. Various language requirements include:

- English Essential (EE/AE)
- Bilingual Imperative (BBB/BBB)

Work terms are located in Ottawa. Certain positions may be available in a regional office. Relocation costs are not covered by CSIS.

#### Reference Links

#### Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

#### Others

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit CSIS for Student Co-op: Administrative Support