



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.Links 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.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

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Student and CO-OP: Information Management

Job ID	23-968-STU-IM-03-4782	
Web Address	https://careers.indigenous.link/viewjob?jobname=23-968-STU-IM-03-4782	
Company	CSIS	
Location	Ottawa, Ontario	
Date Posted	From: 2022-06-09	To: 2050-01-01
Job	Type: Full-time	Category: Public Administration

Description

Closing Date 2022-09-30
Reference Number 23-968-STU-IM-03
Job Category Co-op
Who Can Apply Canadian Citizens

Location Ottawa, Ontario Burnaby, British Columbia Toronto, Ontario Montreal, Quebec
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. The Service is building a workforce which is representative of the Canadian society and foster diversity and inclusion. Also, it is dedicated to establish positive policies and practices related to hiring, training, promoting and retaining designated group members ensuring that employment-related needs of all persons are reasonably accommodated. CSIS offers opportunities to students to gain valuable experience in policy and governance, with the possibility to return for multiple placements. 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. The system will allow you to select only one location of work. If you are interested to be considered for various locations of work as mentioned above, please highlight, in your cover letter, the additional locations you would like to apply to. Students will assist with the following:

- Respond to client requests for creation, filing, charge in/out of corporate files.
- Support retention and disposition activities.
- Participate in information digitization and quality assurance.
- Provide information management advice and guidance to clients related to IM policies, procedures and initiatives.

Education

Undergraduate degree or College Diploma programs including but not limited to the following areas of study:

- Information and Records Management
- Library Science
- Archival Studies
- Business Administration.

Experience

Candidates with experience with the following is preferable:

- Experience providing client service (e.g. responding to queries, providing advice on policies and procedures).
- Experience using word processing, spreadsheet and e-mail applications.
- Experience performing general administrative duties including file organization and management (search and retrieval).

Assets:

- Experience in data entry and data quality assurance and integrity.
- Experience working in an information management or record keeping environment in an information administration capacity.
- Experience developing documents such as awareness/information materials and/or communications, presentations, procedures.
- Experience working with an electronic document and records management system (e.g. Open Text eDOCS, EDRMS/RDIMS/IRIMS, etc.).

Competencies

- Adaptability/Flexibility
- Client Service
- Team Work
- Rigour

Conditions of Employment

Applicants must be registered as a full-time, post-secondary student in an accredited academic institution recognized in Canada. Priority consideration will be given to those enrolled in an accredited co-op/internship program.

Notes

How to submit application: Applicants MUST include the following information in their cover letter in order to be given further consideration:

- Location of interest:
- Indicate your desired location of work if applicable.
- Travel costs benefits may apply. Further information will be disclosed during the interview process.
- Job Category: Applying for a co-op placement, internship (specific to current program enrollment) or student job.
- Availability: What is the length of your term (4, 8, 12 or 16 months)
- Studies: What is your current year of study and your expected graduation date

Tips for your Cover Letter and Resume:

- Tell us your story: why do you want to work for CSIS
- Work objectives.
- Technical abilities (where applicable).
- Volunteer or work Experience (where applicable).
- Projects (where applicable).

Various language requirements.

We encourage all interested candidates to apply.

Second language evaluation tests might be administered. At CSIS, we are not looking to simply fill student placement positions every four months. Our program is designed to identify and develop potential full-time employees. Candidates are asked to apply only once, due to the high volume of applications received. Failure to provide requested information may result in the rejection of your application. While we continue to explore opportunities for flexible work arrangements, the majority of work in our organization must be done in the office and cannot be performed at home.

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 and CO-OP: Information Management](#)