



# 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 Co-op: Human Resources

|                    |   |
|--------------------|---|
| <b>Job ID</b>      | <b>20-968-COOP-HR-03-9108</b>   |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=20-968-COOP-HR-03-9108">https://careers.indigenous.link/viewjob?jobname=20-968-COOP-HR-03-9108</a> |
| <b>Company</b>     | CSIS  |
| <b>Location</b>    | Ottawa, Ontario   |
| <b>Date Posted</b> | From: 2019-09-13 To: 2050-01-01   |

### Description

Closing Date 2019-10-16  
Reference Number 20-968-COOP-HR-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 human resources, 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 including but not limited to the following: Staffing and Recruiting

- Coordinate HR activities by applying recognized methodologies and ensuring compliance with HR principles;
- Conduct research (e.g. review of applications), preliminary interviews, an analysis of requirements and/or issues to be addressed;
- Monitor recruitment process, contact applicants and coordinate various steps of the recruitment process;
- Maintain and update HR documentation, databases and files;
- Prepare assessment material, letters of offer, staffing reports;
- Provide input and recommendations for changes to HR procedures and practices.

### Education

Undergraduate degree or College Diploma programs including but not limited to:  
- Human Resources

- Labour or Industrial Relations
- Business or Public Administration
- Psychology
- Organizational Development
- Education Sciences
- Social Sciences

#### Experience

Candidates with the following experience is preferable:

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

#### Competencies

Program Specific:

- Dependability/Reliability
- Ability to Learn
- Respect

Job Specific:

- Adaptability/Flexibility
- Analytical skills
- Client Service
- Communication
- Organizational Skills/Multi-tasking
- Rigour

#### 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 months 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 (CBC/CBC)

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

For more information, visit CSIS for Student Co-op: Human Resources