



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:

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Job Board Posting



Careers.Indigenous.Link

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Student and CO-OP: Administrative Assistant

Job ID	23-968-STU-ADM-03-7420	
Web Address	https://careers.indigenous.link/viewjob?jobname=23-968-STU-ADM-03-7420	
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-ADM-03
Job Category Co-op
Who Can Apply Canadian Citizens

Location Ottawa, Ontario Burnaby, British Columbia Calgary, Alberta Edmonton, Alberta Winnipeg, Manitoba Toronto, Ontario Gatineau, Quebec Montreal, Quebec Halifax, Nova Scotia

Salary Range Hourly Salary

Status Term - 4 to 16 months

Language Requirement Bilingual imperative (BBB/BBB)

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 for students to gain valuable experience in business and administration, with the possibility to return for multiple placements in different 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. 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 tasks including but 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 such as training, human resources, official languages, accommodation, office equipment, information and technology, security and strategic planning,
- Maintain the Branch's budget by analyzing, reviewing and recommending expenditure requirements, compiling, entering and reconciling financial data into budget system, certifying expenditures and by providing periodic budget reports,
- Provide the DG 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,

- Control/organize the DG's appointments by scheduling/ rescheduling meetings according to priorities, compiling any background information required or that would be beneficial,
- Compose and draft written replies on behalf of the DG and review for quality and accuracy outgoing correspondence prepared by others for the DG.

Education

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

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

Experience

Candidates with the following experience are preferable: Experience in providing administrative support, including:

- Planning and coordinating multiple interrelated administrative activities.
- Scheduling meetings and appointments according to priorities.
- Dealing with managers and employees at all levels.
- Providing client services.

Competencies

- Adaptability/Flexibility
- Rigour
- Initiative
- Organizational skills / multitasking
- Professionalism
- Communication

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).

Language requirement:

- Bilingual imperative (BBB/BBB)

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: Administrative Assistant](#)