



# 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: Data Management and Exploitation

**Job ID** 23-968-STU-DMEX-03-6234  
**Web Address**  
<https://careers.indigenous.link/viewjob?jobname=23-968-STU-DMEX-03-6234>  
**Company** CSIS  
**Location** Ottawa, Ontario  
**Date Posted** From: 2022-07-15 To: 2050-01-01  
**Job** Type: Full-time Category: Public Administration

### Description

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

Location Ottawa, Ontario  
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 for students to gain valuable experience in science and technology, 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.. Placement will provide opportunities in the following areas:

- Hands on work experience with projects
- Teamwork and individual contributions
- Exposure to knowledgeable and passionate subject matter experts
- Collaborative work environments

- Improve time and project management skills
- Diverse work force

## Education

Undergraduate degree or College diploma programs including but not limited to:

- Political Science
- Public Administration
- International Relations
- Law/Legal Studies
- Communications
- Social sciences
- Computer Science
- Engineering
- Business
- Math

## Experience

- Experience in learning and using productivity software, collaboration and online tools
- Experience in the writing of briefing notes, creating presentations, compiling complex documents or dossiers
- Experience in policy research, analysis and writing
- Experience in leading stakeholder engagement and coordination
- Experience in program evaluation, audit, compliance monitoring or risk assessment.

Students can cultivate their skills and gain valuable experience in the following fields: Dataset Coordinator/Data Governance

- Conduct research and analysis on datasets received, prepare or compile documentation, and review and coordinate submissions
- Contribute to oral and written briefings to management, internal and external stakeholders and on data governance challenges
- Collaborate with stakeholders to develop templates, update standard operating procedures, and propose recommendations
- Compile and generate usage statistics, draft reporting for review and oversight bodies

Tactical Internet and Intelligence Centre

- Perform a variety of administrative tasks in support of the program;
- Assist with the creation of social media accounts;
- Develop a tracking system for TIIC's inventory;
- Gain exposure to the day to day of operations of the TIIC;
- Provide advice on the most up-to-date Internet applications that will enhance work in the Open Source Intelligence space.

Operational Data and Analysis Centre

- In support of Operations
- Analyse financial data provided by financial institutions and Government partners.
- Make inferences and draw conclusions

- Write reports and present findings
- Analyse geospatial data and geographic data
- Support the production of policy documentation and standard operating procedures for the section.
- Perform the secretariat functions for working groups, including producing meeting agendas and meeting minutes, and following up on critical actions.

### Competencies

- Problem Solving
- Analytical Skills
- Teamwork
- Client Service
- Initiative

### 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. Please note you can only select one (1). Available locations are indicated at the top.
- 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.

- Field of interest, as indicated in experience.
- Availability of your work term (4, 8, 12 or 16 months)
- Your current year of study and 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 include:

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

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 once, due to the high volume of applications. Failure to provide the requested information may result in the rejection of your application.

## 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: Data Management and Exploitation](#)