

**Teme Augama Anishinabek
Job Description**

Position Summer Student Assistant

Department Administration

Position Reports To: Summer Student Coordinator

Employment Status: Full Time

Hours: 35 hours per week

Employment Type: Term (Seasonal)

Position Summary

The Summer Student Assistant provides general administrative and program support to the Summer Student Coordinator and department staff. The role assists with basic tasks such as organizing materials, supporting onboarding activities, maintaining simple records, and helping with day-to-day coordination needs. This position is designed to provide a learning opportunity for students to gain workplace experience, develop communication and organizational skills, and contribute to a positive and supportive work environment.

Primary Responsibilities

General Program Support – 40%

Assists with day-to-day tasks related to the summer student program, including helping organize materials, preparing workspaces, and supporting basic coordination needs. Provides support to ensure students have the information and resources they need. Demonstrates reliability, willingness to learn, and the ability to follow direction.

Administrative Assistance – 25%

Supports basic administrative tasks such as filing documents, organizing records, entering simple data, and assisting with maintaining attendance or tracking sheets. Ensures information is organized and accessible. Demonstrates attention to detail, accuracy, and the ability to complete routine tasks.

Onboarding and Orientation Support – 15%

Assists with onboarding activities by helping prepare materials, organizing spaces, and supporting orientation sessions. Helps ensure students receive required information and documentation. Demonstrates organization, communication, and a helpful approach to supporting others.

Communication and Team Support – 10%

Provides general support to team members and summer students by answering basic questions, directing inquiries to the appropriate person, and assisting with communication needs. Demonstrates positive attitude, teamwork, and respectful communication.

Other Duties as Assigned – 10%

Completes additional tasks as required to support the Summer Student Coordinator and department. Demonstrates flexibility, adaptability, and a willingness to take on new tasks and learn.

Qualifications

Education & Experience

Currently enrolled in secondary school or a post-secondary program. No previous work experience is required, however any experience in customer service, volunteering, or school activities is considered an asset.

Working Conditions

Work is performed in an office or community environment with regular interaction with employees, students, and community members. The role may include light physical tasks such as setting up materials or moving between work areas.

Health and Safety Statement

Teme Augama Anishinabek is committed to providing and maintaining a safe and healthy work environment for all employees, members, and visitors. All employees are expected to work in compliance with applicable occupational health and safety legislation and adhere to organizational policies, procedures, and safe work practices. Employees must report hazards, follow safe work guidelines, and actively participate in maintaining a culture of safety in all aspects of their duties.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____