

Job Posting: 3488 - Position: Co-op Research Assistant

Co-op Work Term Posted:	Spring
Application Deadline	10/29 11:59 PM
Application Method:	Career Bridge
Posting Goes Live:	10/26 2:31 PM
Job Posting Status:	Expired

Company Information

Organization	Indigenous and Northern Affairs Canada
Salutation	Mr.
Job Contact First Name	John
Job Contact Last Name	Doe
Contact Title	Litigation Policy Advisor
Address Line One	Suite 123, 123 Manning Road NE
City	Calgary
Province / State	Alberta
Postal Code / Zip Code	T1K 3M4
Country	Canada

Job Posting Information

Term Posted	Spring
Job Title	Co-op Research Assistant
Duration	4 Months/Poss. Extension
Job Location	Calgary, AB
Job Description	

Students will provide research assistance for historical and current Indigenous litigation issues. Primary and secondary sources will be used to identify evidence of historic and contemporary events as well as government policies and practices. Assignments could include (but are not limited to): primary or secondary research, library and archive research, internet research, document and file review, database work, transcriptions, issue coding, summarizing records, data organization, duplicate checks, document comparisons, document collection, and writing research reports.

Indigenous and Northern Affairs Canada is an equal opportunity employer. Indigenous students are encouraged to apply.

Job Requirements

****Preference will be given to Canadian citizens****

It is recommended that students applying for this position have research experience outside of the academic system. Research skills and knowledge of research methodologies is important. Good

analytical, organizational, communication and interpersonal skills as well as the ability to take direction from a number of people are needed. Time management skills, attention to detail and the ability to successfully juggle multiple priorities are also important.

Students must meet the Essential Requirements outlined in the Statement of Merit Criteria to be considered for the position. Students **MUST** have completed at least one work term **or** have acceptable work experience to be considered for this position. INAC cannot hire co-op students looking to complete work terms beyond their Co-op program requirements so must be Co-op work term I, II or III (check with your Co-op office on how many terms is required to receive your Co-op designation).

STATEMENT OF MERIT CRITERIA (SOMC)

ESSENTIAL QUALIFICATIONS:

- English essential
- Experience in conducting research
- Experience using Microsoft Programs (Word, Excel, Powerpoint)
- Ability to manage priorities and meet deadlines
- Ability to analyze and summarize information
- Ability to communicate effectively both orally and in writing
- Effective interpersonal skills

ASSET QUALIFICATIONS:

- Experience using databases
- Knowledge of Canadian history
- Knowledge of Indigenous issues in Canada
- Knowledge of the role of the Litigation Management and Resolution Branch (LMRB)
- Good judgment
- Research experience outside of academic course work

ORGANIZATIONAL NEEDS:

- Recruitment target 50% Aboriginal, in accordance with INAC's hiring strategy
- Post-secondary recruitment of students who may be interested in securing future employment with the federal government under the bridging mechanism following graduation

ORGANIZATIONAL REQUIREMENTS:

- ****Preference will be given to Canadian Citizens**** Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work

permit.

- Willingness and ability to use computers, microfiche and microreels for extended periods of time for purposes of research
- Work to be conducted on-site at LMRB office in Calgary

CONDITIONS OF EMPLOYMENT:

- Full-time Enrolment in a Co-operative Education program at a recognized post-secondary institution
- Security clearance at the Enhanced/Reliability level is a condition of employment (form will be provided when/if position is offered. Please Note that fingerprinting and credit check are part of the security screening process.

ADDITIONAL NOTES:

- Some reimbursement may be provided for travel relocation (with receipts).
- Successful completion of both your educational program and either an FSWEP, Co-op, or RAP work assignment may qualify you for temporary or permanent employment with the federal public service, provided you meet the merit criteria and conditions of employment.

Preferred Academic Level	Undergraduate
All Programs	No
Targeted Degrees and Disciplines	Bachelor of Arts (BA) Bachelor of Management (BMGT) Anthropology Canadian Studies English First Nations' Governance General Major - Humanities General Major - Social Sciences General Management History Native American Studies Political Science BA Political Science BMgt Sociology
Projected Start Date	January 01 12:00 AM
Projected End Date	April 30 12:00 AM

Application Information

Additional Application Information

Applications MUST contain:

- Cover letter, demonstrating experience and abilities noted in the Statement of Merit Criteria
- Resume
- Two (2) references – preferably work related

- Please note in resume or cover letter which Co-op work term is being sought (Co-op work term I, II or III)
- two page writing sample (excerpts from larger papers are acceptable)
- Transcripts (must have course names listed)

Failure to include any one or more of the above will result in rejection of your application.

Failure to demonstrate how you meet the elements listed in the Statement of Merit Criteria, including effective written communication, will result in the rejection of your application.