



## **KAHNAWAKE PART TIME POST SECONDARY EMPLOYMENT PROGRAM 2009 GUIDELINES & ELIGIBILITY**

### **1.0 Description**

The Kahnawake Part Time Post Secondary Employment Program is designed for students who are currently enrolled in a full time post-secondary academic program. This program is designed to provide students with a meaningful career related work experience, without the experience being detrimental to the success of their studies.

This program was developed in response to the suggestions and recommendations we received through the Kahnawake Summer Student Employment Program and is modeled closely to that program. The program is designed to target high achievers and is meant to encourage high achievement.

### **2.0 Eligible Students and How to Apply**

- a) All students must complete a student registration form and be registered with Tewatohnni'saktha Employment and Training.
- b) All students must be between 2<sup>nd</sup> year CEGEP and University graduation.
- c) All students must be listed on the Mohawks of Kahnawake Registry or the federal registry for the Mohawks of Kahnawake.\*
- d) All students must be enrolled in a full time academic post secondary program and be registered with the Kahnawake Education Center.
- e) All students must produce academic reports indicating a GPA higher than 2.7 or 70%.
- f) All students must submit a letter of intent with along with their application form.

If you as a student have a specific employer / position in mind, please indicate this in your letter of intent.

If you as a student are required to complete a "stage" as part of your studies, only time worked over an above the stage requirements will be considered as part of this program.

**DEADLINE TO APPLY: Wednesday, September 16, 2009**

### **3.0 Eligible Employers and How to Apply**

- a) All employers must complete an employer application form.
- b) All employers must submit an employment proposal. This proposal should be an outline of the employers request to be considered and indicate the employment opportunity the employer is willing to offer. The proposal should also highlight the need and benefits (for the student and employer) of having a student employee.

c) All employers must clearly state the following information for each position requested:

***Job Description***

- title of the position
- name of supervisor(s)
- tasks and responsibilities of the position
- qualifications and requirements of the position
- deadline to apply and to whom to apply to

***Weekly Work Plan*** – this should include a schedule of training and/or tasks to be administered throughout the period of employment, and information on how the student employee will be taught the task of the position.

- d) All employers will be required to remit the employees and the employers share of employment insurance (QPIP) to the Canada Customs and Revenue Agency.
- e) All human resource issues and concerns, such as payroll, scheduling, recording of hours and attendance are the responsibility of the employer. The human resource policies and procedures that are normal to your business or organization and that are applied to your regular employees should be applied to the student employees.
- f) If there are special certifications or qualifications required for the position, the employer must ensure that the students they hire possess the proper credentials.
- g) Students that are hired must not displace existing staff or volunteers within your business or organization.

**Note:** Unfortunately, we may not be able to approve the following arrangement: If you as an employer are currently employing a student (who may be eligible for this program) from your own budget and in turn request for this arrangement to fall within this program.

**DEADLINE TO APPLY: Wednesday, September 16, 2009**

Attention: Angie Marquis  
Tewatohnhi'saktha - 3rd Floor Business Complex  
P.O. Box 1110  
Kahnawake, QC J0L 1B0  
or  
Fax: 450-638-3276

#### **4.0 Selection Committee**

A selection committee from Tewatohnhi'saktha Employment and Training Division will review and decide which projects and students are approved through the program.

#### **5.0 Wage Level**

All students participating in this program will be eligible for a maximum wage contribution of \$9.00 an hour paid through Tewatohnhi'saktha Employment and Training. Wage contributions will be made directly to the employer, the employer will in turn issue the wages to the student.

Should the student request a higher wage than what is provided through the program, employers are encouraged to augment their students' wage. Employers are encouraged to consider the nature of the job, educational background, and employment experience of the students.

For the students, this may be an opportunity for you to develop and practice your negotiating skills – a valuable skill that could prove useful as you pursue future employment endeavors.

#### **6.0 Duration of the Program**

This program is based on a maximum 15 hour work week. The maximum duration of each project will be 12 weeks per academic semester. ***We must be mindful of the course load and exam schedule of each student. Employers are encouraged to accommodate each student as needed.***

#### **7.0 Contribution Arrangement**

Employers and students will be required to submit work reports and time sheets (each to be signed by both the student and employer). No payments will be issued without these documents.

Periodic site visits (scheduled and unscheduled) may be conducted for each project to assess the quality of the placement.

Mohawk Self Insurance will be paid directly by Tewatohnhi'saktha Employment and Training once projects are approved.

#### **8.0 Repeatability – Time Frame**

In order to offer students a work experience at an organization / business and to encourage students to seek out new employers, students participating in the KPTPSEP can work at the **same organization for a maximum of 4 semesters.** Therefore, employers cannot hire the same student for more than 4 semesters.

If you have any questions concerning the information above, please feel free to contact Angie Marquis, Employment & Training Counselor / Youth Programs Coordinator at 450-638-4280 or by e-mail: [angie.marquis@kcdc.biz](mailto:angie.marquis@kcdc.biz)