

KAHNAWAKE SUMMER STUDENT
EMPLOYMENT PROGRAM



KSSEP
2009

Student Guidelines

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1.0 PROGRAM OBJECTIVE

The objective of the Kahnawake Summer Student Employment Program (KSSEP) is to provide students* with the opportunity to pursue employment while developing life and employment skills that will support their career plans as well as enhance their future employability.

* Full time University, CEGEP, High School and Adult Education students who are completing and returning to school in the fall.

2.0 PROGRAM COORDINATOR

All inquiries concerning this program should be addressed to the attention of:
Angie Marquis, Employment & Training Counselor/Youth Programs Coordinator or
Kimberly Cross, Assistant Youth Programs Coordinator at Tewatohnhi'saktha (KEDC)
Tel: (450) 638-4280 or via e-mail at angie.marquis@kedc.biz / kimberly.cross@kedc.biz

3.0 INFORMATION SESSIONS & RESUME WRITING, COVER LETTER, INTERVIEW SKILLS WORKSHOPS FOR STUDENTS

The purpose of these sessions is to go over this guideline package and to explain how this year's program will operate as well as help students with the tools they will need to compete for jobs.

Two evening sessions available:

- Wednesday, April 22, 2009 6:00 – 7:30pm
- Thursday, April 23, 2009 6:00 – 7:30pm

Location: Tewatohnhi'saktha Training Center Computer Classroom in Business Complex. There is a maximum seating capacity of 20 participants in each of these workshops.

Please confirm your participation with Angie or Kimberly by
Tuesday, April 21, 2009 at 450-638-4280 or by email
angie.marquis@kedc.biz or kimberly.cross@kedc.biz

4.0 ELIGIBILITY CRITERIA FOR STUDENTS

CEGEP and University students who are registered as full time students and who will be continuing as full time students in September 2009 are eligible. These students must have completed an "Application for Assistance Form" with the Kahnawake Education Center and have a letter of acceptance from the academic institution they will be attending in the 2009 fall semester.

High School students in grade 11 who will be attending CEGEP or other academic institutions in September 2009 as a full time student are eligible. These students must have completed an "Application for Assistance Form" with the Kahnawake Education

Center and have a letter of acceptance from the academic institution they will be attending in the 2009 fall semester.

All high school students are encouraged to apply. All full time Adult Education students (enrolled in an academic program) are also encouraged to apply.

- ALL STUDENTS MUST BE LISTED ON THE MOHAWKS OF KAHNAWAKE REGISTRY OR THE FEDERAL REGISTRY FOR THE MOHAWKS OF KAHNAWAKE.
- ALL STUDENTS MUST HAVE A SOCIAL INSURANCE NUMBER (SIN). STUDENTS CAN PICK UP SIN APPLICATION FORMS AT OUR OFFICE LOCATION IN THE BUSINESS SERVICES COMPLEX. TEWATOHNHI'SAKTHA WILL BE RESPONSIBLE FOR VERIFYING THE ELIGIBILITY OF ALL STUDENTS PARTICIPATING IN THIS PROGRAM.
- ALL STUDENTS MUST BE RETURNING TO SCHOOL IN THE FALL 2009 SEMESTER.

5.0 STUDENT APPLICATIONS

You will be required to complete the Student Registration Form – this form will be used to verify your eligibility. If you need assistance, please do not hesitate to ask. Before an employer is able to hire you, they will be required to verify your eligibility with Tewatohnhi'saktha. Submit your registration form addressed to the attention of Angie Marquis or Kimberly Cross, KSSEP Coordinator & Assistant. Registration Form is attached at the end of the package

Deadlines to hand in your registrations forms:

University and CEGEP registration deadline: Friday, May 15, 2009.

High School and Adult Education registration deadline: Friday, June 12, 2009.

Employers will begin posting their available positions on Monday, May 4th, 2009. Therefore it is recommended that you register early.

6.0 STUDENT RESUMES & REFERENCE LETTERS

All students must submit a copy of their resume along with their registration form.

To accommodate this requirement, we have scheduled two "Resume, Cover Letter, and Preparing for the Job Interview" workshops, prior to the beginning of employer-student interviews. All of these mentioned topics will be covered in each of the workshops. See section 3.0 above for details.

Be prepared to provide employers with reference letters.

A complete list of summer student positions will be available at the reception area of our Tewatohnhi'saktha location in the Business Services Complex. This list will also be

advertised in the Friday May 1st 2009 issue of the Eastern Door, and through local media. Employers may advertise their positions using their own preferred media. You can also go to our website www.kedc.biz to download job postings.

7.0 COMPETITION & INTERVIEW PROCESS

Once your registration process is complete, it will be your responsibility to go out and apply directly to the employers who offer the jobs that interest you. You are not limited to the amount of positions you apply for.

Verification of Eligibility

Employers decide which students they wish to interview. Employers will be required to forward the names of the students who apply to their position(s) to the KSSEP Coordinators for verification of eligibility. Employers will be required to report on how many applications they received and how many applicants they chose to interview.

8.0 WORKSHOPS



Career Development Workshops will also be offered to students who obtain employment. These workshops are meant to enhance the student's employment experience and to increase their opportunities for future employment.

The workshops will be held on the third floor of the Tewatohnni'saktha Business Services Complex. Details relating to session topics and schedules will be available when employers and students sign their contracts.

Some workshops may be held during the evening, to accommodate employers and students' schedules. These workshops count as hours worked when attended. Your employer will be notified of your enrollment and will be required to ensure that you are able to attend.

*It is mandatory for students to attend at least two Career Development Workshops.

9.0 WAGE RATES & DURATIONS

The following wage rates will apply @ 25 hours per week:

High School: \$9.00/hour x 8 weeks

The following four wage rates will apply @ 37.5 hours per week:

High School/Adult Education: \$9.00/hour x 8 weeks

CEGEP: \$10.00/hour x 10 weeks

University 1: \$11.00/hour x 12 weeks

University 2: \$12.00/hour x 12 weeks

Negotiating a Higher Salary and Longer Duration

Students have the option of negotiating a higher salary and longer duration than what the program provides with prospective employers. Employers will have the option to offer more (wage rate and duration) than what the program provides. We suggest that the educational background, applicable skills, and related experience of prospective summer student employees be considered.

The earliest start date for 12 week projects is Monday, May 18, 2009.

The earliest start date for 10 week projects is Monday, June 8, 2009.

The earliest start date for 8 week projects is Monday, June 15, 2009.

The last day of employment will be no later than Friday, August 28, 2009.



KSSEP 2009 Student Registration Form

Information Sessions for Students (Section 3.0 of Guideline Package) will be offered on April 22 & 23, 2009 from 6:00 – 7:30pm. These sessions are to assist students with their application process (resume and cover letter writing, interview skills) and to learn about the program.

Have you participated in the KSSEP in the past? Yes No

Last Name: _____ First Name(s): _____

Address: _____ E-Mail: _____

Phone #(s): _____ MCK Band #: _____

Date of Birth: _____ Female Male Age: _____
day / month / year

For Mohawk Self Insurance Purposes:

Social Insurance #: _____ Medicare #: _____

Mother's Name: _____ Mother's Maiden Name: _____

Father's Name: _____ Father's Last Name: _____

Are you presently attending an academic institution? Yes No

If Yes, are you: Full time Part time Year / Grade: _____

School / Academic Institution: _____

Major Course of Study: _____

Did you successfully complete the school year? Yes No

Will you be attending an academic institution in the upcoming school year? Yes No

What school/program will you be attending in fall 2009?

Please include your AVAILABILITY FOR SUMMER EMPLOYMENT

From: _____ To: _____
day/month/year day/month/year

Times Available: Day Evening Weekend Full time Part time

All applications must be received at the Tewatohnni'saktha office on the 3rd floor of the Business Services Complex or by FAX: 450-638-3276 to the attention of the KSSEP Coordinators. Incomplete forms will not be considered. You are required to submit a copy of your resume with this Registration Form. See section 5.0 for the deadline to hand in your registration form.

RESUME Enclosed (POST SEC) Registered with the Kahnawake Education Center

Signature _____

Date _____