

KAHNAWAKE SUMMER STUDENT
EMPLOYMENT PROGRAM



KSSEP
2008

Student Guidelines

TABLE OF CONTENTS

1.0 PROGRAM OBJECTIVE.....P.2

2.0 PROGRAM COORDINATORP.2

**3.0 INFORMATION and RESUME WRITING, COVER LETTER, INTERVIEW
SKILLS SESSION FOR STUDENTS.....P.2**

4.0 ELIGIBILITY CRITERIA FOR STUDENTS.....P.2

5.0 STUDENT APPLICATIONS.....P.3

6.0 STUDENT RESUMES & REFERENCE LETTERS.....P.3

7.0 COMPETITION & INTERVIEW PROCESS.....P.4

8.0 WORKSHOPSP.4

9.0 WAGE RATES & DURATIONS.....P.4

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
Tel: (450) 638-4280 or via e-mail at angie.marquis@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 23, 2008 at 6:00 – 7:30pm**
- **Thursday April 24, 2008, at 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 Sandra by
Tuesday, April 21, 2008 at 450-638-4280 or sandra.jacco@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 2008 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 Fall semester of 2008.

High School students in grade 11 who will be attending CEGEP or other academic institutions in September 2008 as a full time student are eligible. These students must have completed an "Application for Assistance Form" with the Kahnawá:ke Education

Center and have a letter of acceptance from the academic institution they will be attending in the Fall semester of 2008.

All high school students are encouraged to apply. **All Adult Educations** 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. Tawatohni'saktha will be responsible for verifying the eligibility of all students participating in this program.

Opportunities and Off-Reserve Employment Experiences

Employment within Kahnawake will be considered our first priority. If however, the Employer or employment experience you are looking for is not offered within Kahnawake, or the job position has not been offered in the past. We are prepared to consider your off-reserve employment experiences. **You will be responsible for making the necessary initial contacts.** For further details, contact Angie.

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 Tawatohni'saktha. Submit your registration form addressed to the attention of Angie Marquis, KSSEP Coordinator. Forms can be picked up at Tawatohni'saktha or on our website www.kedc.biz.

Deadlines to hand in your registrations forms:

University and **CEGEP** registration deadline: **Friday, May 16, 2008.**

High School and **Adult Education** registration deadline: **Friday, June 13, 2008.**

Employers will begin posting their available positions on **Monday, May 5, 2007.** 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 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 Coordinator 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 Tewatohnhi'saktha Business Services Complex. Details relating to session topics and schedules will be available when employers and students sign their contracts. Your employer will be notified of your enrollment and will be required to ensure that you are able to attend.

9.0 WAGE RATES & DURATIONS

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

High School:	\$8.50/hour x 6 weeks
High School/Adult Education:	\$8.50/hour x 8 weeks
CEGEP:	\$9.50/hour x 10 weeks
University 1:	\$11.00/hour x 10 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 **Tuesday, May 20, 2008.**

The earliest start date for 10 week projects is **Monday, June 9, 2008.**

The earliest start date for 8 and 6 week projects is Monday, **June 16, 2007.**

The last day of employment will be no later than Friday, **August 22, 2007.**