



JOB OPPORTUNITY

POSITION TITLE:	Summer Student Position	FULL-TIME:	Hours TBD
DEPARTMENT:	ER III Regional Office	TERM:	July 2 to August 30, 2019
LOCATION:	Indian Head, SK	RATE OF PAY:	\$11.06 / hour
ACCOUNTABLE TO:	ER III Regional Representative		

Métis Nation-Saskatchewan Eastern Region III, in conjunction with Gabriel Dumont Institute Training and Employment, invites applications for a **Summer Student (Full-Time, Term)** position at the ER III Regional Office in **Indian Head**.

Responsibilities

Under the direction of the ER III Regional Representative, duties will include but are not limited to:

- Sorting and organizing of files and resources;
- Scanning and recording of archived documents and files;
- Photocopying and assisting with general office duties as required;
- Preparing monthly reports on activities conducted;
- Other duties as assigned.

Qualifications:

To be eligible, applicants **must be Métis** and a High School or Post-Secondary student planning on returning to an educational institution in the Fall of 2019.

Please submit resume by email or in person by **no later than June 17, 2019** to:

Peggy Racette, Regional Administration Clerk
Métis Nation-Saskatchewan, Eastern Region III
ADMIN_ERIII@SASKTEL.NET

Box 1581, 614 Grand Avenue
Indian Head, Saskatchewan S0G 2K0
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