

Job Posting: Research Intern

Date of Posting: Thursday October 8th, 2020

Closing Date: Thursday October 22nd, 2020

Position Type: This is a contract position funded until February 28th, 2021, through the 2020-2021 First Nations and Inuit Youth Employment Strategy.

Organizational Overview:

Six Nations Polytechnic (SNP) is a unique post-secondary institution, recognized by community, government and institutions of higher learning, as a centre of excellence in Indigenous Education. Six Nations Polytechnic has delivered post-secondary programming for almost three decades, in partnership with publicly funded Ontario Universities and Colleges. Six Nations Polytechnic programs and courses of study promote individual and collective economic and social well-being with an emphasis on revitalizing Hodinohsó:ni'/Rotinonshonni culture and languages. Six Nations Polytechnic is also home to Deyohahá:ge: Indigenous Knowledge Centre mandated to nurture Indigenous knowledge and languages; foster and support collaborative research; and undertake public education regarding Indigenous knowledge.

If you are a First Nations youth between the ages of 15-30 and are seeking a new and exciting opportunity to learn and build employment experience, then Six Nations Polytechnic is the internship employer for you!

Function & Overview:

Reporting to the Director of Deyohahá:ge: and Research, or designate, the Research Intern will assist in the development and delivery of culturally based Hodinohso:ni resource materials and services/activities.

Duties:

The duties of the Research Intern include, without limitation:

- Attending strategic planning meetings that involve the development of new resources, services/activities, and target audiences;
- Participating in and contributing to drafting and developing research projects, curriculum resources, webinars, workshops, public lectures, physical and virtual exhibits, and other resources;
- Researching appropriate materials including print document, audio files, photographs, or other digital media methods for use in resource development;
- Assisting in the transcription/translation of written documents and/or audio recordings;
- Attending and participating in meetings, training sessions and seminars, as required;
- Assisting in the planning and delivery of programs and events for SNP and Deyohahá:ge:;
- Assisting in the daily operation of Deyohahá:ge:, including archiving of new collection materials and assisting in fulfilling requests for material;
- Participating in maintaining a safe, positive, and cooperative environment conducive to learning and working at Six Nations Polytechnic; and
- Other related duties, as required.

Qualifications

General:

- Must be a First Nations youth between the ages 15-30; and
- Currently unemployed, not in school, or underemployed.

Education and Experience:

- Must possess at least a grade 10 education or equivalent; and
- Achievement of a high school diploma or equivalent and/or a post-secondary degree/diploma is preferred.

Knowledge, Skills and Abilities:

- Demonstrate a desire to learn new skills and enhance employability;
- Demonstrate an interest in learning and supporting Hodinohso:ni culture and languages of the Six Nations community;
- Possessing a general knowledge of Hodinohso:ni history, languages, culture, and values is an asset;
- Ability to speak, read and write in Hodinohso:ni is an asset;
- Capacity to work both independently and in a team setting, demonstrating Hodinohshq:nih values of Ga`nigohi:yo;;
- Demonstrate familiarity with standard desktop computing programs, including spreadsheets, word processing, and database applications, on the Windows 2010 (or later) operating system;
- Demonstrate sound communication skills with an emphasis on written communication; and
- Possess sound interpersonal skills and good professional judgment.

APPLICATION PROCEDURE:

Applications will be accepted until Thursday, October 22nd, 2020 at 4:00pm:

1. A **cover letter** outlining relevant experience and qualifications. Please reference areas identified within the position posting (i.e. fields of demonstrated excellence).
2. A **curriculum vitae/résumé** outlining relevant experience, educational background.
3. Names and contact information for **three academic, personal, or professional references.**

Above application materials can be sent to the attention of:

Diana Lomax, Human Resources Manager

Email: humanresources@snpolytechnic.com

Please put **“Research Intern Job Application”** in the subject line.

We thank all interested applicants, however only those candidates selected for an interview will be contacted.