

## COMPETITION

<b>Position Information</b>	
<b>Employer</b>	Parks Canada Agency
<b>Position Title</b>	Student (Anticipatory)
<b>Location</b>	Waskesiu Lake, Saskatchewan
<b>Business Unit – sub-unit</b>	Northern Prairies Field Unit - Prince Albert National Park
<b>Language Requirement</b>	English Essential
<b>Employment Term</b>	Starting date depends on position. Two (2) and four (4) month term positions between May 4 to August 30, 2016.
<b>Work Week</b>	37.5 hours or 40 hours (depending on position)
<b>Rate of Pay</b>	Between \$12.77 and \$20.51 per hour (under review), rate is based on Education.
<b>Work Profile</b>	This is an anticipatory staffing for six (6) student positions. These positions are within the External Relations and Visitor Experience sections of Prince Albert National Park. Other program(s) related to the duties may also be assigned.
<b>Primary Duties</b>	<ul style="list-style-type: none"> <li>• Assisting in various events and activities;</li> <li>• Assisting in outreach and/or promotional endeavours;</li> <li>• Creating social media content;</li> <li>• Documenting events and projects.</li> </ul>

<b>General Information</b>	
<b>Competition Number</b>	2016-PKS-SASPA-Student-044-ErveStudents(6)
<b>Closing Date</b>	Applications received on or before <b>January 30, 2017.</b>
<b>General Inquiries</b>	Contact Marina Best, Program/Policy Officer III - Communications: <a href="mailto:marina.best@pc.gc.ca">marina.best@pc.gc.ca</a>
<b>Submit your application to:</b>	<ul style="list-style-type: none"> <li>• By email at <a href="mailto:marina.best@pc.gc.ca">marina.best@pc.gc.ca</a></li> </ul>
<b>Your application should clearly demonstrate that you meet all the requirements for the position and must include:</b>	<ul style="list-style-type: none"> <li>• Your resume;</li> <li>• Your cover letter demonstrating clearly how you meet the requirements of the position;</li> <li>• Indicating your preferred official language for correspondence and assessment;</li> </ul> <p>Applicants must clearly demonstrate in their <u>cover letter</u> how they meet the <b>Education</b> and <b>Experience</b> criteria listed in the <b>Statement of Qualifications</b> (see below). Applicants must list both of these factors in their <u>cover letter</u>, and then write one or two paragraphs for each demonstrating how they meet these factors by providing concrete examples. Please note that it is not sufficient to only state that these factors are met or to provide a listing of current or past responsibilities. Resumes will be used as a secondary source to validate the experience described in the <u>cover letter</u>.</p> <p>Failure to clearly demonstrate in your <u>cover letter</u> how you meet the <b>Education</b> and <b>Experience</b> factors found on the <b>Statement of Qualifications</b> (see below), will result in the rejection of your application.</p> <p>Applicants will not be solicited for incomplete or possible missing information.</p>

## Statement of Qualifications

<b>Language Requirement</b>	English Essential
<b>Education</b>	<p>To be eligible, you must be:</p> <ul style="list-style-type: none"><li>• A full-time student currently enrolled in an accredited institution;</li><li>• Currently recognized as having full-time student status by the academic institution in which you are presently enrolled;</li><li>• Returning to full-time studies in the next academic term.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience developing and implementing effective solutions for complex problems;</li><li>• Experience in events, marketing, outreach, and/or communications;</li><li>• Experience in a professional office setting is considered an asset;</li><li>• Experience interacting with customers/clients is considered an asset.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of Parks Canada and its mandate, policies and strategic direction as provided in the corporate and management plan (available online);</li><li>• General knowledge of Prince Albert National Park's natural and/or cultural heritage;</li><li>• Knowledge of new technologies, media, and social networks.</li></ul>
<b>Abilities</b>	<ul style="list-style-type: none"><li>• Proficient in using Microsoft Office software;</li><li>• Strong communication, organization, and problem-solving skills;</li><li>• Ability to work in a team environment and jump-in to offer assistance across all projects;</li><li>• Interpersonal and leadership skills;</li><li>• Ability to generate new approaches and solutions;</li><li>• Ability to work in an outdoor environment;</li><li>• Ability to interact with and present to a wide variety of audiences.</li></ul>

<b>Personal Suitability/ Leadership Attributes</b>	<ul style="list-style-type: none"> <li>• Personally connects with people;</li> <li>• Exercises sound judgement;</li> <li>• Willingness to learn;</li> <li>• Takes responsibility;</li> <li>• Strives for excellence;</li> <li>• Makes things happen.</li> </ul>
<b>Conditions of Employment</b>	<ul style="list-style-type: none"> <li>• Security Screening: Obtain and maintain Reliability Status;</li> <li>• Staff housing cannot be guaranteed, therefore accommodation in Waskesiu Lake is an asset. Commuting assistance between Prince Albert, Christopher/Emma Lakes, and Waskesiu Lake may be available;</li> <li>• Valid Class 5 Driver's License.</li> </ul>
<b>Operational Requirements</b>	<ul style="list-style-type: none"> <li>• Willingness to work in adverse weather conditions;</li> <li>• Willingness to work irregular hours, overtime, weekends and/or statutory holidays and provincial/territorial holidays, when required;</li> <li>• Willingness to wear a uniform;</li> <li>• Willingness to work and/or travel in varied terrain, weather conditions, isolated locations, and by various means of transportation.</li> </ul>

Persons are entitled to participate in the appointment process in the official language of their choice.

The Public Service of Canada is committed to building a skilled, diverse workforce reflective of Canadian society. As a result, it promotes employment equity and encourages candidates to indicate voluntarily on their application if they are a woman, an Aboriginal person, a person with a disability or a member of a visible minority group.

The Public Service of Canada is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the Public Service Commission or the departmental official in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

**We thank all those who apply. Only those selected for further consideration will be contacted.**