



<b>Job Title:</b>	Research Assistant
<b>Division:</b>	Finance and Administration
<b>Reports To:</b>	Financial Analyst
<b>General Description:</b>	
The work time will be spent within the finance department in a team-based environment. The majority of the work will be dedicated to compiling, preparing and organizing research related to business plans/cases	
<b>Responsibilities may include but are not limited to</b>	
<ul style="list-style-type: none"> <li>• Research to support business plans, cases and proposals</li> <li>• Determine validity of market research</li> <li>• Compile and document research for future reference</li> <li>• Assists the Financial Analyst in compiling other research as needed</li> </ul>	
<b>Tasks to be completed during the 12 week period</b>	
<ul style="list-style-type: none"> <li>• Complete market research for at least one business plan</li> <li>• Complete market research for at least one business case</li> <li>• Research financing rates from various financial institutions</li> <li>• Research other potential business cases for the MCK</li> </ul>	
<i><b>The statements herein reflect general details to describe the principle functions for this job, and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.</b></i>	
<b>Education &amp; Experience</b>	
<ul style="list-style-type: none"> <li>• Qualifies for the Kahnawà:ke Summer Student Employment Program (KSSEP)</li> <li>• Enrolled or planning to enroll in University (1st year or 2<sup>nd</sup> Year)</li> <li>• Pursuing a degree program in Commerce or Business Administration is an asset</li> <li>• A major and/or minor in Finance, Accounting, Management, Economics or International Business, Law, Engineering, IT is an asset</li> </ul>	

STRENGTH

PEACE

UNITY

# Mohawk Council of Kahnawake



P.O. Box 720

Kahnawake Mohawk Territory J0L 1B0

*‘Isi Nīkaió ‘tenhiseró:tens Ne Onkweshón: ‘a Rotiió ‘tens*

**HUMAN RESOURCES UNIT**

Tel.: (450)632-7500

Fax: (450)638-5958

Website: [www.kahnawake.com](http://www.kahnawake.com)

## Specific Skill Sets

- Able to use Microsoft Office (Word, Excel, PowerPoint, Outlook etc)
- Critical thinker with analytical, organizational and communication skills
- General knowledge of current financial and economic environment and trends
- High level of integrity
- Conveys a professional and positive image and attitude
- Familiarity with accounting software is an asset
- Ability to communicate in the Kanien’kéha and French languages is an asset

## Working Environment

- Office environment with some travel and potential for telecommuting
- 32 hours per week - flexible
- Twelve (12) week contract - flexible

## Commitment Statement

I serve my community with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

**Employee’s Signature:**

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**Supervisor’s Signature:**

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**Performance Management & Compensation Coordinator:**

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