



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY – MCK/KSSEP 2025

POSITION: Records Management Clerk, Information Management Unit

DURATION: Fixed-Term – KSSEP - June 9 – August 15, 2025

DESCRIPTION: See Attached Job Description

SALARY: \$17.00 per hour (KSSEP RATE – CEGEP LEVEL C)
Hours of Operation 8:30 a.m. to 4:00 p.m.
Hours per week 30 hours per week

DEADLINE FOR APPLICATION: May 12, 2025 - 4:00 p.m.

REQUIREMENTS: **ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED**

- ✓ Applicant checklist
- ✓ Letter of intent
- ✓ Resume
- ✓ Must register with Tewatohnhi'saktha KSSEP Program

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: Applications@mck.ca

NOTE: All forms and requirements are listed on our website: www.kahnawake.com/jobs

- Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Indigenous candidates.
- When adding attachments please use PDF format. Any other formats may be blocked from our system.



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RONWATIIO'TÉNHSE RAOTIRIHWÁ'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
SUMMER STUDENT	
Job Title:	Records Management Clerk
Division:	Information Management Unit
Reports To:	Records Manager
Date of Job Description	Summer 2025
Purpose: Responsible for accurately scanning a high volume of documents and images into digital format, while also providing administrative support to Records Management.	
Roles & Responsibilities	
Role Statement To ensure documents are scanned into a digital format <ul style="list-style-type: none"> • Responsible for scanning all paper documents to convert them into digital format. • Prepares documents by removing any bindings, such as staples. • Checks scanning specifications to ensure accuracy and quality requirements are met. • Ensures scanned documents are legible and meet quality standards. • Conducts quality checks on all output images for proper sizing, resolution, and overall accuracy. • Follows organizational and departmental procedures to complete tasks promptly. • Ensures hard copy files are correctly refiled. 	
Role Statement <ul style="list-style-type: none"> • Answers and processes requests via email and phone. • Helps in creating files. 	
<i>The statements herein reflect general details to describe the principal functions for this job and should not be considered an all-inclusive listing of work requirements.</i>	



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Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Education & Experience

- Must be registered with Tewatohnhi'sakta's KSSEP Program 2025
- Must be a student in High School, CEGEP, or University student continuing in the fall semester.

Knowledge, Skills, Abilities

- Ability to handle confidential and sensitive information with discretion and tact.
- Strong communication skills, both oral and written, with all levels of staff.
- Conducts business with internal and external clients in a tactful, discreet and courteous manner.
- Maintains confidentiality.
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

Working Environment

- Five-day work week is performed in an office environment.
- Moderate stress due to workload.
- Occasional overtime.

Commitment Statement:

I serve the Kahnawà:ke 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.

Signatures:

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____