



## **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:** Junior IM Documentation Assistant, Information Management Unit

**DURATION:** Fixed-Term, Full-Time (May 19 - August 1, 2025)

**DESCRIPTION:** See Attached Job Description

**SALARY:** \$17.75 per hour (KSSEP RATE - UNIVERSITY LEVEL D)  
Hours of Operation 8:30 a.m. to 4:00 p.m.  
Hours per week 37.5 hours per week

**DEADLINE FOR APPLICATION:** May 9, 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](mailto:Applications@mck.ca)

**NOTE:** All forms and requirements are listed on our website: [www.kahnawake.com/jobs](http://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	
<b>Job Title:</b>	Junior IM Documentation Assistant
<b>Division:</b>	Information Management Unit
<b>Reports To:</b>	Senior Network Administrator
<b>Date of Job Description</b>	Summer 2025
<b>Purpose:</b> <p>To support the IM department by creating and organizing technical documentation based on recorded instructions and hands-on support. This includes documenting system configurations, network topologies, Microsoft Intune PC processes, and contributing to cybersecurity playbooks.</p>	
Roles & Responsibilities	
<p>Creation and organization of technical documentation</p> <ul style="list-style-type: none"> <li>• Create Word-based documentation from screen recordings and verbal instruction.</li> <li>• Assist in documenting port assignments and network topologies.</li> <li>• Help with Microsoft Intune</li> <li>• Help develop and organize cybersecurity playbooks.</li> <li>• Attend meetings and take notes on IM documentation processes.</li> <li>• Learn basic cybersecurity and system management concepts.</li> <li>• Assist the IM team in expediting Technical Support Tickets and assignments.</li> <li>• All other duties as assigned.</li> </ul>	
<p><b><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. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.</i></b></p>	
Education & Experience	
<ul style="list-style-type: none"> <li>• Must be registered with Tewatohnhi'sakta's KSSEP Program 2025</li> <li>• Must be a student in CEGEP or University student continuing in the fall semester.</li> </ul>	



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Knowledge, Skills, Abilities
<ul style="list-style-type: none"> <li>• Good writing and communication skills.</li> <li>• Familiarity with Microsoft Office tools (especially Word).</li> <li>• Willingness to learn new software like Microsoft Visio.</li> <li>• Interest in IT, documentation, or cybersecurity.</li> <li>• Understanding of different IT-related tools.</li> <li>• Detail-oriented and organized.</li> <li>• Maintains confidentiality and maintains professionalism.</li> <li>• Conducts business with internal and external clients in a tactful, discreet, and courteous manner.</li> <li>• Maintains confidentiality.</li> <li>• Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.</li> <li>• Ability to communicate in the Kanien'kéha and French languages is an asset. The willingness to learn the Kanien'kéha language.</li> </ul>
Working Environment
<ul style="list-style-type: none"> <li>• Five-day work week is performed in an office environment.</li> <li>• Moderate stress due to workload.</li> <li>• Occasional overtime.</li> </ul>
<p><b>Commitment Statement:</b></p> <p>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.</p>
<p><b>Signatures:</b></p> <p>Employee's Signature: _____</p> <p>Date: _____</p> <p>Supervisor's Signature: _____</p> <p>Date: _____</p>