



Saskatchewan Indian Gaming Authority

Central Office

Saskatoon



Job Title	# of Positions	Competition Number	Salary	Close Date
Summer Student (Human Resources)	5 Full Time Term	10-CO-HR-01	\$15.87 - \$19.84 Per hour	March 28, 2010

Sharing Success.....through the provision of superior gaming operations services. With gross revenues in excess of 240 million dollars annually, SIGA is Saskatchewan's largest and most successful employer of First Nations people. SIGA is currently looking for creative, motivated, passionate and energetic individuals to join the team.

Statement of Competencies

- Education:** Currently enrolled at a post secondary institution, and returning in the fall. Preference will be given to candidates in a field of study related to the unit.
- Experience:** Experience with general administrative practices in an office, such as filing, typing, and documentation. Experience working with various computer programs such as Microsoft Office. Experience in research and analysis is an asset.
- Knowledge:** Knowledge of SIGA's mission, vision, guiding principles and business values. Knowledge of First Nations culture, values, beliefs, traditions and protocols. Knowledge of administrative systems and tools. Knowledge of human resource practices and theories. Working knowledge of Microsoft Office programs, primarily Word and Excel.
- Skills and Abilities:** Participates effectively as a team member to help define and work towards team goals. Motivated to perform work and assignments with attention to detail to ensure accuracy. Very good oral and written communication skills, able to express oneself clearly. Take personal responsibility for providing excellent customer service. Excellent problem solving skills. Demonstrates an interest in continuous learning.
- Personal Suitability:** Positive attitude Innovative Attention to detail
Adaptable Stress tolerance
- Conditions of Employment:** Must consent to a background check in order to qualify as a gaming employee. Must obtain and maintain a gaming employee Certificate of Registration from the Saskatchewan Liquor and Gaming Authority (SLGA). Must be 19 year of age or older.
- Other Information:** Some evening and weekend work may be required. Willing to travel for operational need and possession on a valid driver's license.
- Main Duties:** Reporting to the Director of the unit, the Summer Student will provide direct administrative support to the Human Resources unit. Responsibilities will include: Responding to general inquiries along with the Human Resources unit; Receiving, recording, and distributing departmental mail; Filing, typing, minute taking, and data entry; Assisting as necessary in preparation and implementation of departmental initiatives; Preparing and tracking documentation for departmental assignments; Acting as backup for Human Resources Consultants and Administrative Assistant as required; Other duties as assigned by the Director and/or Human Resources Consultants.

The successful candidates may work in any of the following Human Resources units:
 Compensation & Benefits (processes payroll, develops employee benefits program and monitors enrollment)
 Health & Wellness (develops and implements programs to assist employees in establishing healthy lifestyles)
 Human Resources Information Systems (ensures integrity of employee data for reporting and historical tracking)
 Human Resources Planning (coordinates and facilitates staffing and recruitment)
 Learning & Development (coordinates and facilitates training and learning opportunities for SIGA staff)

SIGA offers a competitive compensation and benefits plan. Preference will be given to qualified First Nations persons (Human Rights Exemption # E95-29). Consideration will be given to those submitting an updated resume and cover letter quoting competition: **10-CO-HR-01 Summer Student (Human Resources)**

Mail resume to:
 Saskatchewan Indian Gaming Authority
 Human Resources Department
 250—103C Packham Avenue
 Saskatoon, SK S7N 4K4

Fax to:
 (306) 477-7504

Email to:
 SIGA_HR@sig.sk.ca



We thank all applicants and wish to advise that only those individuals that have been selected for an interview will be contacted.

