



NIRB Human Resource Position Descriptions

I. General Information

Position / Title:	Summer Student	Date in Effect:	March 31, 2012
Department:	Technical Services	Reports To:	Manager, Communications

II. Purpose of Position

Under the direction of the Manager, Communications, the Summer Student is responsible for providing clerical and administrative support to the Technical Services Department.

III. Essential Duties and Responsibilities

1. Provide support to Technical Services Department:
 - Scan and maintain both electronic and paper files associated with projects and general correspondence
 - Assist with preparation and filing of incoming and outgoing correspondence and information
 - Prepare and distribute appropriate information packages to Board Members for decision making
 - Upload and organize information on FTP site
 - Process project proposal submissions and ensuring all relevant documentation and contact information is complete

IV. Other Duties and Responsibilities

1. Provide support to other Departments and the Board:
 - Assist with the preparation of Board meetings and hearings, as required
 - Provide administrative support to NIRB Board and staff as requested and directed
 - Participate in training and development activities in order to enhance work place skills and knowledge
 - Organize library documents and publications, as required
 - Organize map inventory, digital and paper, as required

V. Qualifications

- Education:** ■ Working towards a Grade XII Diploma or enrolled in a recognized educational secondary or post-secondary program
- Knowledge & Skills:** ■ Interest in environmental assessment concepts and principals
■ Interest in the use of database software
■ Knowledge of the Nunavut Land Claims Agreement.
■ Good typing skills and familiarity with Microsoft Word, Microsoft Outlook, Microsoft Excel and FTP client software
■ Excellent communication skills, both written and verbal are required
■ Excellent organizational skills
■ Good interpersonal skills including the ability to use tact and diplomacy, and work under pressure
■ Fluency in Inuktitut and/or Inuinnaqtun would be considered a strong asset
- Ability:** ■ Understanding complex filing systems
■ Managing large amounts of information
■ Prioritizing effectively and meeting deadlines
■ Work and learn quickly in a changing environment
■ Work independently and also as an active member of a multi-disciplinary team
- Experience:** ■ Experience living and/or working in a cross-cultural environment an asset

VI. Physical Demands

- Exposure to computer work for extended times
- Able to lift 20 kilograms
- Able to work in all weather conditions
- Working with office equipment which requires some manual dexterity

VII. Work Environment

- Work inside is in a clean, well-lit office or facility
- Work outside may have some exposure to weather.
- Work can sometimes be stressful

VIII. Mental Demands

- Prioritizing tasks and meeting deadlines.
- Outside contacts occur on an occasional basis and can involve decisions, requiring tact, diplomacy, and negotiation skills.
- Must be prepared to meet the challenges associated with being in a small, isolated community with limited resources