

Aboriginal Student Experience Program (ASEP) - Atlantic Region - 2009

CANADA REVENUE AGENCY (C.R.A.)

St. John's, Newfoundland and Labrador, CANADA;
Summerside/Charlottetown, Prince Edward Island, CANADA; Halifax/Sydney,
Nova Scotia, CANADA; Saint John/Moncton/Bathurst, New Brunswick,
CANADA

Posted Aug 25, 2009



The [Canada Revenue Agency](#) is the principal revenue collector for the federal government. We are responsible for the administration of tax programs, as well as the delivery of income-based benefits, credits, and other services that contribute directly to the economic and social well-being of Canadians.

Position Title

Aboriginal Student

Selection Process Number

ASEP - Atlantic - 2010/2011

Salary Range

\$11.38 to \$19.04 per hour

Who can apply

Open to Aboriginal post-secondary students currently enrolled in full-time studies in an accredited university or college program and returning to full-time studies in the next semester. You must also reside within an area with a postal code beginning with A, B, C or E.

Preference will be given to Canadian citizens and permanent residents. Please indicate your citizenship status on your application.

Final date and time for receipt of applications

December 31, 2010

Location

This process will be used to fill vacancies at various CRA offices across Atlantic Canada. Please indicate your preferred locations in the questionnaire portion of your application.

Anticipated Length of Contract

Winter - Summer - Fall 2010/2011

General Information

An Aboriginal person is a north American Indian or a member of a First Nation, a Metis, or an Inuk, North American Indians or members of a First Nation include, status, treaty, or registered Indians, as well as non-status and non-registered Indians. Please self-identify when you apply.

Candidates must fully and clearly demonstrate in sufficient detail in their cover letter how they meet the pre-requisite requirements (area of selection, Aboriginal status and education) for the position. Failure to provide sufficient information may result in candidates being screened out of the selection process.

Applicants will be responsible for all cost related to travel if considered.

Only those selected for further consideration will be contacted. We thank all those who apply.

Job Description and Duties

Various clerical duties within a tax environment.

Pre-requisite Criteria

No experience required.

Education

Applicants must be a full-time post-secondary student in an accredited institution and be returning in the next semester (You may be asked to supply proof of education in the form of an official transcript).

Language Requirement

English Essential

Experience

No experience required.

Assessment Criteria

You may be assessed using one or more of the following tools:

- standardized test(s)
- written examination(s)
- interview(s)
- reference check(s)

The following competencies will be evaluated and you will be required to obtain a minimum of 60% on each:

- Client Service Orientation
- Effective Interactive Communication
- Dependability

Conditions of Employment

- Reliability/Security: Reliability Status
- Valid Driver's License or personal mobility to a degree normally associated with the possession of a driver's license

Placement Criteria

Placement decisions will be based on one or more of the following criteria:

- Depth, breadth, type, and/or quality of work-specific experience
- Level/degree of one or more qualifications/competencies
- Level/degree of education

- Availability

- Employment equity
- Geographic location

How to Apply

Submit an online application by clicking the 'Apply Now' button. Please ensure that you've clearly provided the following information in your cover letter:

Required Documents

- Resume
- Cover Letter
- References

Disclaimers

- The CRA is committed to ensuring equitable participation of women, Aboriginal peoples, persons with disabilities, and members of visible minority groups.

[Apply Online](#)