

## Athabasca Basin Development Summer Student 2023 Program Job Descriptions

Students will be matched as best as possible to opportunities based on the needs of the organization and the student's past experience, area of interest and level of study.

Following are the job descriptions for the 2023 summer student positions:

### Flyer Electric – Electrical OR Admin Summer Student (Birch Hills or Regina)

#### Requirements

- 1 position available
- 16-week term starting May 1, 2023 (depending on school schedule).
- Must be enrolled in Electrical program, business admin, or University program.

Reporting to the Office Manager, the summer student will assist with various functions in the Flyer Electric office (Birch Hills or Regina), including:

- Job shadowing electricians on site
- Answering phones and greeting visitors
- Filing
- Coordinating and booking meeting dates and times
- Photocopying and preparing packages for meetings
- Students will also get an opportunity to job shadow the Office Manager for duties such as hiring process, candidate database entry and maintenance, time tracking, payroll creation, benefit and pension tracking, remitting and reconciliation.
- Misc. duties as required.





## Athabasca Basin Development - Marketing summer student (Saskatoon)

### Requirements

- 1 position available
- 16-week term starting May 1, 2023 (depending on school schedule)
- Must be enrolled in university or business certificate program.
- Must have excellent communication skills.
- Experience using MS Office (word, excel, outlook) or similar program
- Must have driver's licence. Some travel may be required.

Reporting to the Director of Marketing & Communications, the Summer Student will assist with the following:

- Attend events and/or site visits to take photos and videos for social media and other promotional materials.
- Assist with developing a corporate videos and social media content
- Prepare, write, and disseminate a company newsletter.
- Enter archived newsletter stories into new website
- Review requests for sponsorship and provide feedback.
- Attend AEEDC (Athabasca Education and Economic Development Committee) meetings and provide feedback from the youth/student perspective. Take minutes where required.
- Review the company's annual marketing/communications plan and provide feedback.
- Review content of websites and update as needed.
- Help develop and organize events, such as an annual golf tournament or the Athabasca Fly-In Career Fair
- Organize a summer student gathering.
- Work with PAGC and summer students to complete required paperwork
- Assist with new website projects
- Other duties as assigned.





## Athabasca Basin Development - Admin summer student (Saskatoon)

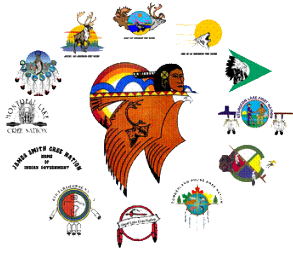
### Requirements

- 1 position available
- 16-week term starting May 1, 2023 (depending on school schedule)
- Must be enrolled in university, business diploma, or business certificate program.
- Strong communication skills.
- Must have excellent organizational skills.
- Experience using MS Office (word, excel, outlook) or similar program
- Must have driver's licence. Some travel may be required.

Reporting to the Office Manager or Controller, the admin summer student will:

- Complete projects as assigned by the Controller. This will include observing month-end processes, observing controls, and financial statement preparation and compliance reporting to the board.
- Assist in the collection, organization, and storage of financial data including paper filing and electronic record keeping.
- Complete projects as assigned by Business Analyst.
- Filing and scanning will be a major project this summer to facilitate paperless record keeping.
- Coordinating/ booking meeting dates and times. Photocopying and preparing meeting packages.
- Attending and preparing for team meetings.
- Assist with events where required by the Director of Marketing & Communications.
- Cover front desk duties where required.
- Misc. duties as assigned.





## **Athabasca Basin Security –Administration Summer Student (Saskatoon)**

### Requirements

- 1 position available
- 16-week term starting May 1, 2023.
- Must be enrolled in University or Human Resources certificate program.

Reporting to the Office Manager, the summer student will assist with various functions in the Saskatoon office, including:

- Answering phones and greeting visitors
- Filing
- Coordinating and booking meeting dates and times
- Photocopying and preparing packages for meetings
- Students will also get an opportunity to job shadow the Office Manager and/or HR Manager for duties such as hiring process, candidate database entry and maintenance, time tracking, payroll creation, benefit and pension tracking, remitting and reconciliation.
- Misc. duties as required.





## Points Athabasca – Admin Summer Student (Saskatoon)

### Requirements

- 2 positions available
- 16-week term starting May 1, 2023.
- Must be enrolled in University or Human Resources certificate program.

Reporting to the HR Manager/Controller, the summer student will assist with various functions in the Saskatoon office, including:

- Answering phones and greeting visitors
- Filing
- Coordinating and booking meeting dates and times
- Photocopying and preparing packages for meetings
- Students will also get an opportunity to job shadow the HR Manager and/or Controller for duties such as hiring process, candidate database entry and maintenance, time tracking, payroll creation, benefit and pension tracking, remitting and reconciliation.
- Misc. duties as required.





## Arctic Beverages – Warehouse Summer Student (Prince Albert)

### Requirements

- 1 position available
- 16-week term starting May 1, 2022
- Must be enrolled in a post-secondary program and returning in fall.
- Must be able to lift 50 pounds. Valid Driver's licence required.
- Steel toed-boots required

Reporting to the Branch Manager, the Warehouse Summer Student will be responsible for:

- Follow outlined procedures and safety protocols at all times
- Accurately pick orders in a safe and timely manner
- Ensure all orders are accurate
- Receive product and inspecting for accuracy of order and damage
- Taking inventory
- Preparing deliveries
- Loading and unloading trailers
- Clean and maintain warehouse
- Other miscellaneous duties as assigned.





## Points North – Yard Summer Student (Points North)

### Requirements:

- 2 positions available
- Must be enrolled in a post-secondary program and returning in fall.
- 11-week term starting June 13, 2023.
- 2 weeks in, 2 weeks out rotation

### Reporting to the Yard Supervisor, the Yard Summer Student will:

- Handle freight in safe timely manner
- Maintain yard, ramp and warehouse
- Safely operate equipment on and off-site
- Assist with aircraft in the yard and at the dock.
- Relate to the public and co-workers in a positive, friendly and professional manner.
- Miscellaneous duties as assigned.





## Team Drilling – Labourer Summer Student (Saskatoon)

### Requirements

- 1 position available
- 16-week term starting May 1, 2023.
- Must be enrolled in a post-secondary program and returning in fall.
- Must be physically fit
- Students must have their own steel-toed boots
- Safety training will be provided
- Valid Driver's licence would be an asset

Reporting to Operations, the summer student will:

- Primarily work in the shop and the yard of a drilling company.
- Yard and shop cleanup.
- Assisting mechanics and yard personnel.
- Shipping/receiving.
- Warehouse duties.
- Cleaning parts.
- Maintenance.
- Misc. duties as assigned.







## Tru North – Yard Summer Student (Prince Albert)

### Requirements

- 1 position available
- Must be enrolled in a post-secondary program and returning in fall.
- 16-week term starting May 1, 2023.
- Must be enrolled in a post-secondary program and returning in fall.
- Must have a valid class 5 driver's licence

Reporting to the Shop Foreman, the Yard Summer Student will:

- Clean and organize the Tru North yard and shop as directed.
- Move and wash boats and other items in the yard.
- May assist with staging in the housing division.
- Safely operate equipment on and off-site.
- Shipping and receiving items for the shop.
- Relate to the public and co-workers in a positive, friendly and professional manner.
- Miscellaneous duties as assigned.





## Optek Solutions – IT/Admin Summer Student (Prince Albert)

### Requirements

- 1 position available
- 16-week term starting May 1, 2023.
- Must be enrolled in post-secondary program with preference to students with IT interest

Reporting to the IT Manager the summer student will assist with various functions in the Prince Albert office, including:

- Answering phones and greeting visitors
- Filing
- Coordinating and booking meeting dates and times
- Photocopying and preparing packages for meetings
- Assisting with organizing inventory
- Opportunity to job shadow the Office Manager/Controller for duties such as hiring process, candidate database entry and maintenance, time tracking, payroll creation, benefit and pension tracking, remitting and reconciliation
- Opportunity to job shadow Support Analysts for duties such as logging and responding to customer calls, entering tickets in the system, assisting in diagnostics to determine and resolve general issues, assist in providing support, assist onboarding team with new customers.
- Misc. duties as required.





**Hatchet Lake Economic Development, Fond du Lac Development LP, Black Lake Ventures - Admin Summer Student**

**Requirements**

- 6 positions available
- 16-week term starting May 1, 2023.
- Must be enrolled in University or other post secondary program

Reporting to the Office Manager, the summer student will assist with various functions including:

- Answering phones and greeting visitors
- Filing
- Coordinating and booking meeting dates and times
- Photocopying and preparing packages for meetings
- Students will also get an opportunity to job shadow the Office Manager for duties such as hiring process, candidate database entry and maintenance, time tracking, payroll creation, benefit and pension tracking, remitting and reconciliation.
- Misc. duties as required.





## Rise Air – Information Technology Summer Student (Saskatoon)

### Requirements

- 16-week program running May to August (start and end date dependent on class schedule).
- Must be enrolled in post-secondary information technology, computer science, or business program and returning in the fall
- Proficiency with Microsoft business products.
- Exceptional written and verbal communication skills.
- Strong customer service skills.
- Strong problem-solving and analytical skills.
- Great attention to detail
- Ground and/or air travel may be required.

Reporting to the Information Technology Manager with Rise Air, the Summer Student will assist with the following:

- Respond to and resolve support request tickets from the help desk ticketing system.
- Escalate tickets to the appropriate resources.
- Monitor internal service level commitments to assist in keeping organizational systems running smoothly.
- Install and manage end-user computer devices including workstations, laptops, tablets, telephone handsets, and mobility devices.
- Perform system testing and technical support to users.
- Work with project teams to provide support throughout all phases of application implementations, upgrades and migrations
- Participate in special projects as required.
- This position may include travel to remote locations for site assessment, collect EUC concerns directly from the users, and then work with senior staff to remediate.





## Rise Air – Marketing and Communications Summer Student (Saskatoon)

### Requirements

- 16-week program running May to August (start and end date dependent on class schedule).
- Must be enrolled in post-secondary business, commerce, marketing program and returning in the fall
- Experience with Microsoft Office Suite.
- Strong verbal and written communication and presentation skills.
- Strong customer service skills.
- Strong problem-solving and analytical skills
- Great attention to detail.
- Ground and/or air travel may be required

Reporting to the Marketing and Communications Officer with Rise Air, the Summer Student will assist with the following:

- Writing, editing, distributing content for publications, press releases, website, social media and advertising material that communicates the organization's activities, products, and/or services
- Design, development, and creation of digital/graphic marketing and communications materials
- Online engagement and community relations to expand business outreach and develop business contacts and leads.
- Take photos and videos for social media and other promotional materials
- Review sponsorship and donation requests
- Monitor corporate website and social media pages and address queries.
- Other projects as required





## Rise Air – Facilities Summer Student (Saskatoon)

### Requirements

- 16-week program running May to August (start and end date dependent on class schedule).
- Must be enrolled in post-secondary skilled trade program and returning in the fall
- Strong verbal and written communication and presentation skills.
- Ability to lift 50 – 100 lbs.
- Required to work on ladders, and other lift equipment and follow appropriate safety standards.
- High mechanical aptitude.
- Valid Class 5 driver's license.
- Ground and/or air travel may be required

Reporting to the Facilities Coordinator with Rise Air, the Summer Student will assist with the following:

- Assists with all necessary requirements for building maintenance and maintenance of associated building equipment.
- Provide a superior level of service in the areas of maintenance and repair; custodial and cleaning; and office equipment set-up and moves
- Assists with the maintenance of the company-parking compound.
- Performs Grounds Keeping duties including grounds maintenance, grass cutting, weeding, and watering to always maintain the company premises in a neat and tidy condition.
- Responsible for pick-up and delivery of parts and materials as needed.
- Assist with the management of transportation requirements including warehouse, fleet vehicles, and employee parking.
- Performing all other duties, responsibilities, special assignment assigned.





## Rise Air – Finance Summer Student (Saskatoon)

### Requirements

- 16-week program running May to August (start and end date dependent on class schedule).
- Must be enrolled in post-secondary business, commerce, or accounting program and returning in the fall
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Visio)
- Exceptional written and verbal communication skills.
- Strong customer service skills.
- Strong problem-solving and analytical skills.
- Great attention to detail.
- Ground and/or air travel may be required

Reporting to the Finance Manager with Rise Air, the Summer Student will assist with the following:

- Verifying and reconciling information imported into the accounting system.
- Filing documents to maintain invoicing records.
- Providing daily updates with respect to the completeness of the invoicing process.
- Ensuring compliance with daily, weekly, and monthly deadlines for month-end closing processes.
- Closing activities related to trip packages for preparation of charter invoices, including flight crew airtime, flight times, mileage, etc., for charter and scheduled service flights.
- Preparing invoices sent to charter customers on a daily, weekly, and monthly basis.
- Providing support with respect to account collection activities
- Participate in special projects as required.





## Rise Air – Maintenance Summer Student (Saskatoon)

### Requirements

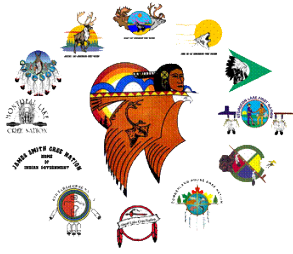
- 16-week program running May to August (start and end date dependent on class schedule).
- Must be enrolled in post-secondary aircraft maintenance program and returning in the fall
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Visio)
- Strong verbal and written communication skills.
- Sound problem-solving, decision-making, analytical thinking, planning, prioritization, and execution skills.
- Ability to take initiative and ownership of projects and tasks and execute effectively and in a timely manner
- Valid Class 5 driver's license.
- Ground and/or air travel may be required

Reporting to the Finance Manager with Rise Air, the Summer Student will assist with the following:

- Complete each task and associated maintenance documentation in an appropriate, safe, and timely manner.
- Maintain close communication with senior maintenance personnel to ensure that mandated job processes and methodologies are understood and adhered to
- Report and defect that is noted while performing maintenance tasks.
- Ensure that all components installed on aircraft are pre-approved and properly certified.
- Accurately account for all completed maintenance tasks by maintaining an up-to-date logbook
- Assist in keeping the maintenance office, hangar, and shop areas clean and ensure equipment is appropriately stored/returned after tasks are completed.
- Participate in special projects as required.







## Rise Air – Commercial (Saskatoon)

### Requirements

- 16-week program running May to August (start and end date dependent on class schedule).
- Must be enrolled in a post-secondary business, logistics or supply chain program and returning in the fall.
- Interest in customer service and working outdoors.
- Aptitude for learning in-house software systems and working knowledge of Microsoft Office.
- Exceptional verbal communications skills.
- Strong customer service, time management, organizational, self-leadership skills.
- Great attention to detail.
- Excellent cash management skills, including maintaining petty cash and records, including spreadsheets and receipts for multiple camps.
- Ground and/or air travel may be required.
- Able to lift 100 pounds and undertake physically demanding tasks.
- Possess a valid driver's license and be aged 19 or older.
- Flexible and able to work long, irregular hours, including evenings and weekends, some split shifts.
- Must successfully pass required drug and alcohol testing.

Reporting to the Director, Commercial with Rise Air, the Summer Student will assist with the following:

- Responsible to prepare and set up to completion fishing camp charters.
- Transporting guests to terminals.
- Responsible for completing shopping requirements and picking up and delivering orders to Cargo.
- Ensure continuous attention to communications, particularly for any last-minute requirements.
- Responsible for communicating with camp owners with respect to guests, shopping orders.
- Responsible for communicating with customer care and ground operations personnel to coordinate trips.
- Participate in special projects as required.





## Rise Air – Ground Services (Stony Rapids)

### Requirements

- 16-week program running May to August (start and end date dependent on class schedule).
- Ideal for an individual enrolled in aviation management or who is completing a commercial pilot license or aircraft maintenance engineer program and returning in the fall.
- Mechanical aptitude
- Strong customer service, time management, organizational, self-leadership skills.
- Great attention to detail.
- Possess a valid driver's license.
- Able to lift 50 pounds.
- Flexible and able to work overtime, evenings and weekends and some split shifts.
- Must successfully pass required drug and alcohol testing.

### Reporting to the Base/Station Manager:

- Assist flight crews and customers requiring assistance to enplane/deplane and with their baggage.
- Assist with servicing aircraft while on the ground, baggage processing, cargo acceptance and handling, ground handling, fuelling if applicable at the base, and check-in when required.
- Conduct passenger check-ins using the flight manifest for all flights.
- Ensure that passengers travelling are deemed “fit to fly” in accordance with Transport Canada regulations.
- Collect boarding passes and assist with baggage requirements.
- Safely and efficiently operate and maintain ground support vehicles and equipment required to service aircraft.
- Perform custodial duties in and around all company managed facilities, e.g., recycling, garbage, cleaning hangars and terminals and maintaining grounds.
- Marshall aircraft.
- De-ice and anti-ice aircraft.
- Groom and detail aircraft interiors/exterior as required.





## Rise Air – Ground Services (Prince Albert)

### Requirements

- 16-week program running May to August (start and end date dependent on class schedule).
- Ideal for an individual enrolled in aviation management or who is completing a commercial pilot license or aircraft maintenance engineer program and returning in the fall.
- Mechanical aptitude
- Strong customer service, time management, organizational, self-leadership skills.
- Great attention to detail.
- Possess a valid driver's license.
- Able to lift 50 pounds.
- Flexible and able to work overtime, evenings and weekends and some split shifts.
- Must successfully pass required drug and alcohol testing.

### Reporting to the Base/Station Manager:

- Assist flight crews and customers requiring assistance to enplane/deplane and with their baggage.
- Assist with servicing aircraft while on the ground, baggage processing, cargo acceptance and handling, ground handling, fuelling if applicable at the base, and check-in when required.
- Conduct passenger check-ins using the flight manifest for all flights.
- Ensure that passengers travelling are deemed "fit to fly" in accordance with Transport Canada regulations.
- Collect boarding passes and assist with baggage requirements.
- Safely and efficiently operate and maintain ground support vehicles and equipment required to service aircraft.
- Perform custodial duties in and around all company managed facilities, e.g., recycling, garbage, cleaning hangars and terminals and maintaining grounds.
- Marshall aircraft.
- De-ice and anti-ice aircraft.
- Groom and detail aircraft interiors/exterior as required.





## Rise Air – Customer Care Coordinator (Saskatoon)

### Job Purpose

The primary purpose of this position is to provide seasonal support to the customer care department for summer charters, primarily to fishing camps. The customer care coordinator is responsible to maintain positive customer relations that ensure an exceptional level of service.

### Primary Responsibilities

- Responsible to prepare and set up to completion fishing camp charters.
- Transporting guests to terminals.
- Responsible for completing shopping requirements and picking up and delivering orders to Cargo
- Ensure continuous attention to communications, particularly for any last-minute requirements.
- Responsible for communicating with camp owners with respect to guests, shopping orders.
- Responsible for communicating with customer care and ground operations personnel to coordinate trips.

### General Responsibilities

- Develop and maintain knowledge of the company's mission, vision, and values.
- Assess staffing needs and build a collaborative, motivated and successful team that will be connected to other departments and positively reflect company culture to our employees and customers.
- Monitor employee performance in the use of the call centre administration system and ensure staff are trained in the company's customer care program to ensure customer service excellence and service standards are met.
- Foster a team-based environment through collaborative working relationships.
- Develop effective team building initiatives.
- Ensure optimal communication with all employees and external and internal partners.
- Ensure that the customer care department is represented on the Occupational Health & Safety Committee.
- Ensure compliance with quality assurance and safety programs to promote an incident and injury free culture.

### Qualifications





Typically, the knowledge and skills required for this position include a high school education and/or enrolled in a post secondary degree or certificate program.

Skills, knowledge, and abilities include:

- Exceptional communication skills.
- Sound problem solving, decision-making, analytical thinking, planning, prioritization, and execution skills.
- Excellent time management skills with the ability to organize, multi-task and prioritize.
- Flexible and able to work long, irregular hours, including evenings and weekends, some split shifts.
- Excellent cash management skills, including maintaining petty cash and records, including spreadsheets and receipts, for multiple camps.
- Strong self-leadership skills and a hands-on, self-motivated, and demonstrated positive, can-do attitude.
- Ability to support, strengthen and enhance safety initiatives.
- Proficient keyboarding skills and utilization of Microsoft Office applications, particularly Excel and software specific to company operations.

#### Working Conditions Supervisory

- N/A.

#### Equipment Used

Standard office and telecommunications equipment, including database management.

#### Typical Physical and Cognitive Demands

- Able to lift 100 pounds and undertake physically demanding tasks.
- Possess a valid driver's license (must be 19 to pick up liquor orders).
- Some travel may be required.
- Some overtime required.

