

- have completed a minimum of grade 10 and be enrolled in a full-time high-school program for the previous or following term/semester; or,
- have graduated from high school or a post-secondary program in the current academic year.

Notes:

- As applicable, the eligibility for enrolment and residency will be verified through proof of application to or enrolment in a post-secondary institution, high school transcript or certificate, Nunavut Health Care card, and/or Nunavut Inuit Enrolment Card from Nunavut Tunngavik Inc. Please consult your regional Summer Student Coordinator (SSC) for any clarifications.

PROCEDURES

Applications

Students

Student applications should be sent to the regional or headquarter summer student coordinator (SSC). An electronic application form can also be obtained and forwarded directly to the SSC from the GN website at

<https://www.gov.nu.ca/human-resources/information/become-summer-student>

Pay Rates and Benefits

All students that fit within the definition of an eligible summer student will be paid as per the summer student pay rates.

Summer student rates are based on a percentage of the casual salary grid:

First year	75 per cent
Second year	85 per cent
Third year	95 per cent
Fourth year and beyond	100 per cent

In addition to the work pay rate, you will be paid a Northern Allowance based on the assigned normal place of work and main community of employment. Students also receive six per cent vacation pay that is added to their pay rate as opposed to earning annual credits (even if student employment contract is over four months).

The allowance will be pro-rated to an hourly rate by dividing the annual rate for the community by the standard yearly hours.

Evaluation

Students under this program are required to complete the attached evaluation form at the end of the work period.

All evaluation forms and information should be forwarded to the summer student coordinator, Staffing Division of the Department of Human Resources.

Questions

Any questions regarding the eligibility criteria, policies and processes of the program may be sent to the designated Summer Student Coordinator, see list on last page.

APPLICATIONS AND FORMS

- application for summer employment, along with the documents of proof, as mentioned in the application form
- evaluation by student (end of summer assignment)

Note: Criminal record check (or when applicable vulnerable sector check), oath of office and secrecy forms and harassment-free workplace forms will need to be completed as applicable.

CONTACT INFORMATION

Summer student coordinators:

Summer student coordinators (SSC) may be contacted for any information and/or assistance pertaining to this program. Please review the list below and select the region office of where you would like to work:

Iqaluit
975-6222 or toll free 1-888-668-9993
IqaluitSummerStudents@gov.nu.ca

Qikiqtaaluk region:
934-2025 or toll free 1-800-682-9033
QikiqtaalukSummerStudents@gov.nu.ca

Kivalliq region:
645-8065 or toll free 1-800-933-3072
KivalliqSummerStudents@gov.nu.ca

Kitikmeot region:
983-4058 or toll free 1-866-667-6624
KitikmeotSummerStudents@gov.nu.ca

Online:

The SSEEP application form and additional information are available on the GN website at www.gov.nu.ca/information/summer-student-jobs.



SUMMER STUDENT EMPLOYMENT EQUITY PROGRAM EVALUATION BY STUDENT

First Name: Last Name:

Department: Community:

Position: Period (From – To):

How did the job match your expectations and your skills?
What were your main duties?
What knowledge, skills and abilities did you learn in this summer job?
What did you like the most about this job?
What improvements would you like to suggest for SSEE in general?
Additional comments:

Please check-mark (X) against each item below, as per your assessment.

Item	Agree totally	Agree somewhat	Disagree somewhat	Disagree totally
My objectives were met				
Supervisor provided good guidance				
Divisional staff was cooperative				
Department environment was welcoming				
Overall, the program was successful				

Signature: Date: