

# SUMMER EMPLOYMENT OPPORTUNITY

(Post-secondary students)  
DFO- Internship Program

## DFO NB Summer Student Internship

The DFO Internship Program is **NOW** seeking applications from students for summer employment. The employment is scheduled from May to August 2018. The potential locations of employment are St. George, St. Andrews and Mactaquac offices of Fisheries and Oceans Canada (DFO). Please note that other locations in New Brunswick may be accommodated. This will be discussed with selected candidates once screening has been completed.

The successful candidates will be employees of DFO.

**Eligibility:** To be eligible for this opportunity, you must be an **Aboriginal person who is a member of a New Brunswick Indigenous Group** and must meet the **Candidate Credentials** outlined in the attachment.

**Employer:** DEPARTMENT OF FISHERIES & OCEANS - Government of Canada

**Locations:** Area Office, St. George; St. Andrews Biological Station, St. Andrews; C&P detachments and the Mactaquac Biodiversity Facility are the main locations for consideration, although other locations in New Brunswick may be accommodated as above-mentioned.

**Period of employment:** Up to 90 working days from May – August 2018

**Wage:** Minimum of \$22.13 per hour for a full-time work week at 37.5 hours per week.

**Eligibility:** Students must be from a Southwest New Brunswick Indigenous Group who are starting, or returning to, university/college in September 2018. In addition, candidates who are selected to proceed to the interview process will be required to go through a mandatory security screening process, including fingerprints.

### **Deadline:**

**TO APPLY:** Candidates must submit the following by midnight on **Friday, March 16, 2018:**

- 1) *Cover Letter and Resume*
- 2) *References (2)* -- Please include the name, phone number, and email address of two references.

### **Submit the above-noted information directly to:**

Patricia Borthwick  
PO Box 1009  
St. George, NB  
E5C 3S9

Phone: 506-755-5043

Fax: 506-755-5061

Email: [patricia.borthwick@dfo-mpo.gc.ca](mailto:patricia.borthwick@dfo-mpo.gc.ca)

# **DFO NB Internship Program**

## **CANDIDATE CREDENTIALS**

The credentials that DFO will be seeking to select internship candidates are outlined below:

- Students who are attending a recognized post-secondary program or graduating high school students who are enrolling in a recognized university or college program for the 2018 academic year.
- Desire to learn and grow through identifying strengths and areas for development, setting learning goals and learning from hands-on experiences and feedback.
- Experience using computer software programs including email, word processing, spreadsheet, Internet.
- Effective oral and written communication with co-workers, supervisors and the public, to share, understand and respond to information and other viewpoints.
- Ability to produce clear and readable written material such as emails, reports and other documentation.
- Ability to plan and organize work to meet goals and deadlines and to identify results and further actions required.
- Ability to analyze situations or problems and arrive at logical outcomes.
- Personal qualities to include the following: be able to work in a team environment and in a cooperative manner, to show initiative, and to work in new and changing work environments and situations.
- Successful candidates must be eligible as a NB Indigenous Group person to participate in this Program.
- Must be willing to travel to DFO Maritimes office locations.

## CANDIDATE INFORMATION FORM

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

Additional Contact Information: \_\_\_\_\_

**Band Affiliation:** \_\_\_\_\_

### **Post-secondary Education Information for Fall, 2018**

Highest level of education currently attained: \_\_\_\_\_  
(Grade 12, Degree(s), Diploma(s), Certificate(s), Other)

Name and location of college/university you will attend in Fall, 2018:  
\_\_\_\_\_

Program: \_\_\_\_\_ Major/minor: \_\_\_\_\_  
(Degree/Diploma/Certificate)

Date classes begin: \_\_\_\_\_ Year of Study: \_\_\_\_\_ Planned graduation year: \_\_\_\_\_

If acceptance is not yet confirmed, date that your application was submitted: \_\_\_\_\_

***Please submit copy of acceptance letter, once received, to address below.***

### **Technological Skills**

What level of skill do you have in using the following computer software? Rate yourself as a **Beginner, Intermediate or Advanced** user for each category:

Word processing: \_\_\_\_\_ Spreadsheet: \_\_\_\_\_  
(such as Word or WordPerfect) (such as Excel or Lotus)

Presentation/Graphics: \_\_\_\_\_ Email: \_\_\_\_\_  
(such as PowerPoint, Photoshop, CorelDraw) (such as Outlook, Hotmail, Gmail)

### **Planning Details** (Place an X next to preference)

In which locations in NB are you able to work? (If more than one location, please note first, second, and/or third preference.)

Area Office, St. George \_\_\_\_\_ St. Andrews Biological Station, St. Andrews \_\_\_\_\_  
Mactaquac Biodiversity Facility, Mactaquac \_\_\_\_\_

Other location in Southwest New Brunswick (please write in location) \_\_\_\_\_

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What is the earliest date in May/June, 2018 that you are available for work? \_\_\_\_\_

What is the latest date in Aug./Sept., 2018 that you are available for work? \_\_\_\_\_

**Occupational Interests**

What occupations or occupational fields are you interested in exploring as potential career choices (*list in order of preference*):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Participant Needs**

Fisheries and Oceans Canada is committed to accommodating the needs of persons with disabilities. We therefore encourage persons with disabilities to identify any needs they have to participate in this selection process and, if offered an internship, for the performance of duties as an intern. Fisheries and Oceans Canada has an Accommodation Policy and will accommodate up to the point of undue hardship for the duration of the selection process, and upon any offer of employment, for the performance of duties in the position.

Do you have any health or physical limitations that may hinder your performance during any phase of the interview or assessment process? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what specific needs do you have in order to participate fully in the interview and assessment process? \_\_\_\_\_

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Completed on \_\_\_\_\_ by \_\_\_\_\_  
(Date) (Signature)

***Please complete this form and submit it along with the Cover Letter and Resume, two References, and the Personnel Screening Consent and Authorization Form to:***

**Attention: Patricia Borthwick  
P. O. Box 1009  
St. George, NB E5C 3S9  
Phone 506-755-5043  
Email: [patricia.borthwick@dfo-mpo.gc.ca](mailto:patricia.borthwick@dfo-mpo.gc.ca)**