



Kwilmu'kw Maw-klusuaqn  
**Mi'kmaq Rights Initiative**

Our Rights. Our Future.

# Summer Student Employment Opportunity



**POSITION TITLE:** Post-Secondary Student - Research & Archival Assistant

**LOCATION:** Millbrook, Nova Scotia

**TERM:** May 30, 2022 – August 26, 2022

**CLOSING DATE:** April 12, 2022

## **JOB SUMMARY**

Kwilmu'kw Maw-klusuaqn Negotiation Office (KMKNO) is seeking a **Research & Archival Assistant** to assist with the cataloguing of KMKNO records.

## **DUTIES AND RESPONSIBILITIES**

The **Research & Archival Assistant** will assist, as part of a team, the organization and cataloguing of KMKNO records. This important work will provide work in archival standards and training from staff.

## **QUALIFICATIONS**

- Indigenous person who is a member of a Nova Scotia Mi'kmaw band
- Recently graduated from, entering, or returning to, post-secondary education
- Post-secondary education focused on research or archives will be considered an asset
- Excellent time management and organizational skills
- Excellent verbal and written communication skills
- Ability to work efficiently individually and as part of a team

## **CONDITIONS OF EMPLOYMENT**

- Must hold and maintain a valid NS driver's license
- Must reside in or be able to travel to Millbrook on a daily basis. This position is not eligible for remote work.

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Applications/resumes must be received by 11:59pm on the closing date and can be emailed to:  
**CAREERS@MIKMAQRIGHTS.COM**

Kwilmu'kw Maw-klusuaqn hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission. **Please note that only those selected for further consideration will be contacted.**