



Kahnawà:ke Summer Student Employment Program

Ronterihwaiénstha Ronwatiio'tenhserá:wis

2025 Program Guidelines



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Program Background



The objective of the KSSEP is to encourage Kahnawa'kehró:non youth to pursue higher education and to support them on their educational journeys by providing quality experiential job opportunities each summer. The KSSEP encourages students to explore a wide range of career opportunities and develop important skills required for the workforce. This program serves as pathway for students to obtain successful careers upon graduation from an educational program.

Each year, there are a wide range of KSSEP jobs available to full-time High School, CEGEP and University students throughout the summer months. Full-time students are highly encouraged to participate in the KSSEP, as it contributes to financial independence and security throughout the summer months!



2025 Program Manager:

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Required Application Documents

Employers

- 1 Complete the full Employer Application online at Tewa.ca/KSSEP.
- 2 Submit a Job Description or Work Plan to your application. The Job Description and/or Work Plan should clearly outline the duties that the student will be expected to undertake. You will have the ability to attach documents to the online application using the link above.
- 3 Await a formal decision on your application, which will be communicated via email from the Program Manager in Mid-April. Employers can expect a notification on the decision of their application during the week of April 7, 2025.



Students

- 1 Ensure that you have the following requirements:
 - SIN Number
 - Band Number (must be on the Federal Registry or the Kahnawà:ke Kanien'kehá:ka Registry).
- 2 Complete the KSSEP Student Application online at Tewa.ca/KSSEP. Your application must include your Resume, and your letter of acceptance if you are entering a new program/educational institution.
- 3 Once the KSSEP Job Listing is released in Mid-April, apply directly to the KSSEP Jobs that you are interested in. Employers will select who they wish to interview and hire.



Please note that due to the high volume of applications received by employers and students, only those with missing or invalid information will be contacted by Tewaohnhi'saktha during the application period.

Student Eligibility



All students must be at least fourteen (14) years of age in order to be eligible for the Program, as well as meet one of the following criteria:

- Full-time high school student returning to high school in September 2025;
- High school graduate entering a full-time post-secondary institute in September 2025;
- High School graduate entering a full-time vocational program in September 2025;
- Full-time college/CEGEP student returning to full-time studies in September 2025;
- Full-time university student returning to full-time studies in September 2025;
- University graduate of this year; or,
- Adult education graduate of this year attending full-time post-secondary studies in September 2025.

Employer verification of student eligibility is an important aspect of the KSSEP hiring process. Employers will have access to a shared document that will show all students registered and eligible for the KSSEP. This document will be updated regularly by the Program Manager and Youth Programs Assistant. **It is mandatory for Employers to verify a students' eligibility for the KSSEP prior to inviting them for an interview.**

Employer Selection Process

Employer Eligibility Criteria



- Must have an employee ready and available to supervise the prospective student(s) for the duration of the summer employment;
- Must be willing to contribute 20% of the approved project costs (wages & MERCs* – see page 13);
- Must be prepared to conduct job interviews with potential candidates; and,
- Businesses are encouraged to have a Canada Revenue Business number; however, it is not a requirement.

Employer Selection Process

In order to ensure a fair selection process, a *KSSEP Selection Committee* will meet in early April to review all employer applications. The criteria for selecting a position(s) are based on the following:

- 1) If it is a quality experience for the student;
- 2) If it contributes to the economic development of the community;
- 3) If it serves the social needs of the community;
- 4) If it is an innovative career opportunity;
- 5) If it provides access to Kanien'kéha language and culture; and/or,
- 6) If it was recommended by a student who held this position previously.

Selective Recruitment Initiative

The Selective Recruitment Initiative (SRI) is an aspect of the KSSEP that assists employers with their succession planning and talent management.

Employer Process

Employers have the option to selectively recruit students who are studying in a field that is related to the mission or goals of their organization or business. Employers must indicate on their application form if they are applying for the Selective Recruitment Initiative, along with the name of their chosen student.

Therefore, students and employers are encouraged to begin networking and planning to apply for the Selective Recruitment Initiative, should it be of mutual interest.

Student Process

Students are also encouraged to approach employers with whom they are interested in working with, as this also assists students in developing their career opportunities. Students may contact employers to discuss opportunities in their organization or business that compliments your field of study.

It is recommended that students provide the following items to their desired employer:

- The Employer Recruitment Letter - please see www.Tewa.ca/KSSEP for a copy
- A letter of intent outlining your career goals
- Your updated resume / CV

DEADLINE:

Please note that both employers and students will be required to apply to the Selective Recruitment Initiative by the Employer Application Deadline on April 2, 2025.

Student Job Search



After completing your application to the KSSEP, here is how you can search for your summer job and apply:

STEP 1: In Mid-April, explore the full-page job listing that can be found:

1. Online at tewa.ca/looking-for-a-summer-job
2. On Tewaohnhi'saktha's social media platforms
3. Posted on bulletin boards throughout the community; and
4. In the Eastern Door & lori:wase newspapers.

STEP 2: Submit your resume and cover letter directly to the organization or business you wish to apply to. It is strongly recommended to apply to more than one job to increase your chances of getting hired.

STEP 3: Ensure that your email and phone number provided are in working order. The employer will contact you if you are selected for an interview.

STEP 4: If you were selected for an interview, start getting prepared through researching the business/organization, and generating answers for possible questions.

REPEATABILITY

In order for students to seek out a variety of work experiences with different organizations and businesses, they can work in the same position at the same organization or business for a maximum of two (2) summers.

RESOURCES

Samples of Cover Letters and Resumes can be found online at Tewa.ca/KSSEP

Approved KSSEP Employer Obligations

Job Postings

Once approval is received and any modifications are made, employers can post and interview for their position(s). It will be up to employers to decide when the deadline to apply for their position(s) will be.

In addition to employer job postings, KSSEP will promote all jobs. We will advertise the 2025 Job Listing on tewa.ca/looking-for-a-summer-job/ and on Tewaohnhi'saktha's social media accounts. The 2025 Job Listing and Job Postings with workplans will be available for viewing.

All human resource (HR) issues and concerns such as hiring, payroll, scheduling, recording hours and attendance, etc., are the employer's responsibility. The HR policies and procedures standard to your business/organization and applied to your regular employees should be applied to student(s).

Candidate Selection

Selection of summer student(s) is at the discretion of the employer. However, it is strongly recommended to formally interview at least three (3) students for each position in order to provide them with a realistic job application experience.

Employers are encouraged to utilize a consistent set of interview questions to ensure a fair and consistent selection process. Some key interview questions are:

1. Tell me a little bit about yourself.
2. Why do you want to work for us?
3. What do you know about our organization/business?
4. How does this position relate to your personal/career goals?
5. What makes you the ideal candidate?

Employers must inform each job applicant of their hiring decision, regardless if the applicant was selected for an interview, via phone, mail or email.

Approved KSSEP Employer Obligations

Contracts and Contribution Agreements

Once the contracts between the employer, student and Tewaohnhi'saktha Workforce Development have been signed for the positions that have been approved, the following payment schedule will apply:

- An initial advance payment of 75% of your funding allocation will be disbursed.
- A final payment for the remaining balance of 25% will be dispersed once both the employers and students submit final evaluations, all remaining timesheets and/or the student's record of employment.

Mandatory Investment from Employers

All employers from the private and public sector will be required to invest 20% of the total cost for their approved projects. This 20% includes the Mandatory Employment Related Costs (MERCs). The employer is responsible for administration of MERCs. Exceptions can be made for those businesses who do not pay into MERCs.

Mohawk Self Insurance will be calculated into the MERCs for projects approved for Kahnawà:ke organizations and businesses. Employers are required to remit the employee's and employer's share of EI & QPIP to Canada Customs and Revenue Agency according to the Employment Insurance Act.

Employers are asked to contribute 20% as this will enable us to employ more students, enhance the quality of the employment experiences for students (i.e. supervision and work performance), and increase the level of accountability.

During KSSEP



Timesheets

Students are required to submit weekly timesheets to their employer to ensure a high degree of accountability for all funds administered. Both the student and employer are required to verify and sign off on timesheets. Timesheets must be submitted to the Youth Programs Assistant at the end of the summer.

If a student must resign before fulfilling their contract, please forward a copy of their letter of resignation to the KSSEP Program Manager and/or Youth Programs Assistant. Should students work less than the approved number of hours in their KSSEP contract, Employers are responsible to reimburse Tewaohni'saktha for all unused funds.

Check-ins and Site Visits

Employers are required to permit KSSEP representatives to a site visit (scheduled or possibly unscheduled). At least one telephone/email check-in will be performed mid-way through the program and one site visit during the final week of employment.

The objective of check-ins/visits is to monitor the students' employment progress, administer evaluations that provide valuable information to further enhance the program, and take pictures of your student in action. We encourage employers to reach out to the Program Manager and/or Youth Programs Assistant at any time to give feedback on the student's progress and/or any issues that may arise.

KSSEP Student Workshops

A variety of Workshops will be offered to students who obtain employment from June - August. The goal of the KSSEP Workshops is to enhance the students' employment experience, through providing opportunities for them to engage in personal, cultural and financial development and growth.

Students will have the opportunity to engage in workshops based on the following themes:

Kanien'kéha Language and Culture

Professional Development

Personal Development

There will be a total of four (4) KSSEP workshops in Summer 2025. Employers are required to allow students to participate in a minimum of two (2) workshops, and should allow their student to take part in as many workshops as they desire. Student attendance at the KSSEP workshop will be recorded, and is to be considered payable hours worked.

At the beginning of the student's employment, they will be given a list of workshops to choose from and will be asked to sign up in advance.

Student Wage Rates & Durations

Level A: High School Part-Time		\$16.10/hour x 8 weeks x 25 hours/week
Level B: High School Full-Time		\$16.10/hour x 8 weeks x 30 hours/week
Level C: CEGEP		\$17.00/hour x 10 weeks x 30 hours/week
Level D: University (Undergraduate)		\$17.75/hour x 12 weeks x 30 hours/week
Level E: University (Graduate)		\$20.50/hour x 12 weeks x 30 hours/week

Definitions

Level D: University Undergraduate refers to students studying at the Bachelor level

Level E: University Graduate refers to students studying at the Master and PhD level

2025 Wages and MERCs Table

Level A: Part-Time High School Student			
	Employer Contribution (20%)	Tewa Contribution (80%)	Total (100%)
Wages	\$644.00	\$2,576.00	\$3,220.00
MERCs (9.5%)	\$61.18	\$244.72	\$305.90
Total	\$705.18	\$2,820.72	\$3,525.90

Level B: Full-Time High School Student			
	Employer Contribution (20%)	Tewa Contribution (80%)	Total (100%)
Wages	\$772.80	\$3,091.20	\$3,864.00
MERCs (9.5%)	\$73.42	\$293.66	\$367.08
Total	\$846.22	\$3,384.86	\$4,231.08

Level C: Full-Time CEGEP Student			
	Employer Contribution (20%)	Tewa Contribution (80%)	Total (100%)
Wages	\$1,020.00	\$4,080.00	\$5,100.00
MERCs (9.5%)	\$96.90	\$387.60	\$484.50
Total	\$1,116.90	\$4,467.60	\$5,584.50

Level D: Full-Time University (Undergraduate) Student			
	Employer Contribution (20%)	Tewa Contribution (80%)	Total (100%)
Wages	\$1,278.00	\$5,112.00	\$6,390.00
MERCs (9.5%)	\$121.41	\$485.64	\$607.05
Total	\$1,399.41	\$5,597.64	\$6,997.05

Level E: Full-Time University (Graduate) Student			
	Employer Contribution (20%)	Tewa Contribution (80%)	Total (100%)
Wages	\$1,476.00	\$5,904.00	\$7,380.00
MERCs (9.5%)	\$140.22	\$560.88	\$701.10
Total	\$1,616.22	\$6,464.88	\$8,081.10

Additional Information on Student Rates & Durations

Employers

Employers can apply up to the maximum number of weeks indicated on Wages and MERCs table on page 13. If an employer requires less than 30 hours per week, we can accommodate the hours per week required by your organization/business (i.e. 25 or 20 hours per week). Please indicate this on the application form and on the job description. If your work hours are more than 30 hours, please indicate this on the job description and keep in mind you are responsible for the added cost.

Additionally, employers are expected to compensate their student(s) based on their education level.

Students

Students may consider negotiating a higher salary and longer duration than what the program provides with prospective employers, depending on experience and qualifications. Employers will have the option to offer more (wage rate and duration) than what the program provides. We suggest to employers that the educational background, applicable skills, and related experience of prospective summer student employees be considered.

*Work hours and duration will depend on individual jobs and employer needs.

Contact Information



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