



Summer Student - Administration Assistant

HDI Monitoring Office

Applications will be received by Grand River Employment & Training (GREAT) - Student Office up until 4:00pm EST, Wednesday April 15th, 2026 for the position of Summer Student Administrative Assistant with the HDI Monitoring Office.

Position Details:

- **Start Date:** May 11th, 2026
- **End Date:** August 28th, 2026
- **Wage:** \$19.00 per hour
- **Hours:** 35 hours per week (16 – week contract)

Position Overview:

The Haudenosaunee Development Institute (HDI) is seeking a mature and motivated student to provide administrative support to ensure efficient operation of the Archaeology and Environmental Monitoring Office.

The Summer Student Administrative Assistant will support Program Supervisors through a variety of organizational, clerical, and communication-related tasks. This position offers valuable experience in Haudenosaunee governance, environmental stewardship, cultural resource protection, and office administration.

To be successful in this role, the candidate must be organized, responsible, professional, and capable of working both independently and as part of a team. The ideal candidate must be able to multitask, manage competing priorities, and maintain confidentiality while working in a fast-paced environment.

Responsibilities:

The Summer Student Administrative Assistant will:

- Perform administrative tasks required by Monitoring Office staff, including:
 - Assist with monitor timesheets and documentation
 - Take accurate minutes of meetings
 - Maintain and updating data into tracking systems
 - Sort and distributing incoming emails.
 - Assist with coordination of community engagement events



- Accompany program supervisor for any site assessments, when required
 - Provide Support in the field by filling in for Environmental or Archaeology Monitors when necessary
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Qualifications & Requirements

Applicants must:

- Be enrolled in full-time post secondary studies for the upcoming academic year
- Demonstrate strong public relations and interpersonal skills
- Be able to work independently with limited supervision
- Have access to reliable transportation
- Be mature, responsible, and professional
- Be proficient in Microsoft Office (Word, Excel, Outlook)
- Possess strong verbal and written communication skills

Assets:

- Interest or background in environmental studies, archaeology, Indigenous governance, or community engagement
- Previous administrative experience