



## Canada Revenue Agency

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## Indigenous Students – 2024 Job Opportunities Available!

**Group and level**

SU-003

**Location**

Various locations in BC, AB, SK & MB / Divers endroits en BC, AB SK, & MB

**Appointment Type**

Student: Student

**Closing Date**

September 30, 2024 11:59 PM Eastern Time

**Pool to be created**

Yes

**Salary range**

\$18 to \$28

**Region**

Western

**Language**

English Essential

**Requisition number**

60605634

For a description of key terms used on CRA job notices, go to [Definitions for job seekers](#).

## About the job

The CRA is committed to providing an inclusive and barrier-free work environment with a diverse workforce that reflects the Canadians we serve. It starts with the hiring process. To find out more about the CRA's actions in support of Employment Equity (EE), diversity and inclusion (DI), and read testimonials from our employees and executives, please visit the following CRA web sites: [Employment equity, diversity and inclusion](#) and [Our workforce testimonials - Canada.ca](#).

We encourage you to complete the EEDI Staffing questionnaire as part of your application if you wish to be considered for appointments using the EE and/or DI staffing requirement in this process. Also, ensure that you have provided consent in the EEDI staffing questionnaire for your EEDI information to be used for screening or selection. If you do not complete the questionnaire, you will not be considered for any appointments using the EE and/or DI staffing requirement in this process. If you decide to modify your response or fill out this questionnaire at a later date, please notify the contact listed at the bottom of this notice of job opportunity.

Are you an **Indigenous student** looking to utilize your skills, creativity, and knowledge, while gaining valuable work experience in a rewarding and invigorating work environment?

We are currently looking for talented individuals to fill a variety of exciting and challenging positions in various areas with the **Canada Revenue Agency**. The job duties will vary depending on the position.

"I applied to the Canada Revenue Agency (CRA) through the Indigenous Student Employment Program in 2019 as a music major hoping to get an office summer job. I was nervous on my first day, but quickly realized that CRA has a great work environment. I feel supported by colleagues and management, I have excellent work-life balance, and I feel fulfilled by my work. Four years later, I am still working for the Agency. I strongly encourage any Indigenous students to apply." - Tyrell Loster Peitzsche (2024)

#### Working at the CRA as an ISEP student offers:

- Career development opportunities including a mentoring/onboarding program for Indigenous students;
- Supportive environment through participation of various employee networks, including the Indigenous Employee Network (IEN);
- Connect with Indigenous students at the CRA through engaging training and learning circles;
- Flexible schedules;
- Potential for part-time work during the school year;
- Opportunities for full-time employment in the Federal Public Service post-secondary graduation through student bridging.

#### **If this interests you: apply, apply, apply!**

Your level of education will determine your classification and your student rate of pay.

- SU-01 - Secondary/High School (\$17.36)
- SU-02 - College/CEGEP (\$21.74 to \$23.03)
- SU-03 - University Undergraduate (\$22.56 to \$27.68)
- SU-04 - Masters (\$30.99)
- SU-05 - Doctorate (\$37.53)

We encourage you to visit the Indigenous Student Employment (ISEP) page for more information about the program and watch a video about working at the CRA.

We encourage you to submit your application as soon as possible as the closing date and time on this notice of job opportunity may change.

## To apply

### **Who can apply**

Indigenous\* post-secondary students living in Canada or Indigenous\* Canadian Citizens living abroad and who are enrolled in full-time\*\* studies at a recognized post-secondary institution during the time of their application and work term.

\*An Indigenous person is a North American Indian or a member of a First Nation, an Inuit or a Métis. North American Indians or members of a First Nation include status, treaty or registered Indians, as well as non-status and non-registered Indians. **Please review the Indigenous peoples and communities (rcaanc-cirnac.gc.ca) link to help you self-identify.**

\*\*Students enrolled in studies on a part-time basis due to a disability that is recognized by their academic institution **or** students currently attending Grade 11 or 12 of secondary school are also eligible to apply.

This staffing process could be used to fill positions in the following locations\*:

- **British Columbia:** Vancouver, Surrey, Victoria, Kelowna, Penticton & Prince George;
- **Alberta:** Calgary, Edmonton, Lethbridge & Red Deer;
- **Saskatchewan:** Regina & Saskatoon; and
- **Manitoba:** Winnipeg
- **Opportunities for virtual reporting may be available if operational requirements permit**

Proof of your academic enrollment in a recognized post-secondary institution must be included in your application.\*

\*When submitting your proof of academic enrolment, a copy of your **unofficial transcript is preferred**. Other acceptable options for

submission **may** include:

- Enrolment status letter from Registrar; or
- Other acceptable documents providing enrolment status where your full name and the name of your academic institution are visible.

Candidates will be screened against the above eligibility requirements on an on-going basis.

If you do not meet the criteria above, please visit [CRA Careers](#) for various job opportunities and the [Federal Student Work Employment Program](#) for student opportunities.

## Experience

No specific work experience is required to apply.

To apply, you must create a [Candidate Profile](#) on the CRA Careers website and **include the following required documents** at the time of your application:

1. Proof of enrolment, resume and reference(s)
2. Please upload to the "Documents" section of your Candidate Profile.
3. When you apply to this notice of job opportunity, during the application process, **before** you click on "submit application," attach your document(s) in step 3 by **selecting the box next to it**.

We encourage you to visit the [how to register and create a candidate profile page](#) for more information about the Candidate Profile and the CRA Job Opportunities Helpdesk.

## Assessment

If you have a limitation that may impact your performance during an assessment, such as a test or interview, you may require an accommodation, and we encourage you to ask for it. Assessment accommodations are designed to remove the obstacles without altering the criteria being assessed so candidates with limitations can fully demonstrate their abilities. If we invite you to be assessed, we will send you more information on how to request accommodation measures throughout this staffing process.

Each request will be individually reviewed. You will be asked to provide information regarding your limitations to be reviewed by a trained assessment accommodation advisor. If needed, professional documentation may be requested to determine the appropriate accommodation measures. All information will be kept confidential.

For examples of assessment accommodations, please visit: [Accommodation during an assessment as a candidate](#).

## Asset

Please note that other asset staffing requirements that are not currently listed may also be assessed and/or applied at a later date and for appointment purposes. However, you will be notified in advance of any asset requirements to be evaluated/used.

## Conditions of employment

- Security: Reliability Status
- You must be legally eligible / entitled to work in Canada
- Your academic enrollment will be verified at appointment
- Willing to work overtime
- Willing to travel
- Willing to work shifts or a flexible schedule, including evenings and/or weekends (including statutory holidays) as applicable
- Capacity to regularly lift objects weighing up to 10kg

## Inventory

An inventory of eligible candidates will be established for this staffing process based on each location.

Information regarding the status of your application will be communicated via the Candidate Profile on the CRA Careers site. We strongly encourage you to **verify the email address** attached to your profile and to check your messages regularly for any updates.

## Want to know more?

We encourage you to read [Important information on staffing at the CRA](#) to find out more about staffing processes and how to apply.

CRA employees support the economic and social well-being of Canadians, and build public trust. We have high expectations, and our employees are held to the standards of conduct outlined in our [Code of integrity and professional conduct](#) and [Directive on conflict of interest, gifts and hospitality, and post-employment](#).

## Contact


Name: ISEP Staffing Board

Email address: [93MNPISep1G@cra-arc.gc.ca](mailto:93MNPISep1G@cra-arc.gc.ca)

**Please quote the requisition number 60605634 on all correspondence.**

Follow us on [LinkedIn](#) or on the Government of Canada Jobs [Twitter](#), [Instagram](#) and [Facebook](#) for more exciting opportunities with the CRA!

Please [sign in / register](#) to apply.

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