

# SIGA Summer Student Program

## Frequently Asked Questions (FAQs)



**Q: When is the deadline for submitting my application for a summer position?**

**A:** The summer student competition will open in November and close in January.

**Q: How many positions are available?**

**A:** In the summer of 2018, 19 students were hired for the Summer Student Program. The number and types of positions available each year vary depending on the needs of the various locations. In 2017 for example, we had 24 summer student positions in the following areas: Corporate Affairs, Facilities, Finance, Food & Beverage, Human Resources, Information Technology, Marketing and Procurement.

**Q: What are the hours of work?**

**A:** All summer students will work Administration Office hours, Monday – Friday, 8:30am – 5:00pm, including a one-hour unpaid lunch break.

**Q: How do I apply for the Summer Student Program?**

**A:** Students must apply on the SIGA website at [www.siga.ca/careers](http://www.siga.ca/careers). Candidates must create an online profile, attach a cover letter, and resume. Students will have to identify their top two SIGA locations and their top two departments they prefer to work in. Students who meet the eligibility criteria will be considered for our summer student opportunities.

**Q: How do I know if I am eligible for the Summer Student Program?**

**A:** Please review our Student Programs Eligibility Criteria document.

**Q: Do I have to submit a resume or cover letter?**

**A:** It is highly recommended that you submit a cover letter and resume – either attached or pasted into the online application. This information is important – hiring managers need the necessary information to consider you for the position.

**Q: What should I include in my cover letter?**

**A:** Your cover letter does not need to be addressed to anyone in particular; however, you can address the cover letter to “Hiring Manager” or “Sir or Madam” if you prefer to do so. The body of your cover letter should be concise, informative and less than a page in length. Include your field of study; relevant work experience, and/or training; relevant accomplishments/awards; and why you would be, a great fit with SIGA.

**Q: What about part-time employment?**

**A:** All summer student positions are full-time term with a defined start and end date. There may be opportunities for part-time employment, however these jobs are not considered to be part of the Summer Student Program.

**Q: What if I no longer want to be considered for the Summer Student Program for the upcoming employment term (i.e. circumstances change, found other employment)?**

**A:** If you chose to withdraw from the competition, please sign into your candidate profile and withdraw your application from the competition.

**Q: Who do I contact if I have questions/concerns about Summer Student Program employment or the application?**

**A:** You can contact SIGA's Human Resource Planning Department at (306) 477-7528.