



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

A: The competition is open November 1, 2023, and Closes November 15, 2023. A repost will happen January 8, 2024, and close January 23, 2024.

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

A: All summer students will work Office and Administration hours: Monday- Friday 8:30 a.m. - 5:00 p.m. with a one-hour unpaid lunch breaks (Employee Handbook, 29).

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

A: Students must apply online ([www.SIGA.ca](http://www.SIGA.ca)) by creating an online profile and uploading a cover letter and résumé. Students should identify their top three departments that they prefer to work in if they are applying at Central Office in Saskatoon. If students plan on applying at a casino, they are encouraged to apply for the individual posting for that casino location. If the student meets the eligibility criteria, they will be considered for the Summer Student Program.

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

A: You are eligible if you are:

- **Attending school on a full-time basis and returning to school on a full-time basis** in the next academic semester ("full-time" status is determined by each post-secondary institution and proof of status may be requested).
- Must provide a copy their Treaty Card or Aboriginal Ancestry (exception for LSC).
- Must be able to successfully complete the screening and SLGA Certificate of Registration application.

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

A: Yes, it is recommended that you submit a cover letter and résumé - either attached or pasted into the online application. This information is important so that hiring managers have 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, describe your career path and be 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 if I no longer want to be considered for the student employment program for the upcoming employment term (i.e. found other employment)?**

A: If you no longer want to be contacted regarding student employment with us for the current summer term, you can withdraw from the competition on our Applicant Tracking System (ATS).

**Q: What about part-time employment? All summer student positions are full time term with a defined start and end date.**

A: All summer student positions require full-time hours. There may be opportunities for part-time employment during non-summer terms, however these jobs are not posted and are not considered to be part of the Student Employment Program.

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

A: SIGA's Talent Acquisition Department at 306-667-7528 or 306-477-7592.

