



TK'EMLÚPS TE SECWÉPEMC

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: ISETS Archaeology Assistant (Summer Student)
DEPARTMENT: Knúcwmens le Sxwixwéytemc Archaeology Services Ltd. (KSAS)
SUPERVISOR: Field Crew Lead
TERMS: Term Position (8 weeks)
REFERENCE #: 2026-066

This is an outside-funded position. All applicants must meet the ISETS eligibility criteria below:

ISETS eligibility requirements:

- Eligibility will be confirmed to the right to funding of Aboriginal status, non-status, and Inuit students.
- Individuals must reside within the ISETS catchment area.
- Must be a minimum of 15 years of age at the time of hiring.
- Must be a student who was a registered full-time student during the previous academic year and is returning to school full-time in the following academic year.
- Must have a valid Social Insurance Number.

Interested students will be **required to call the ATEC office (250) 554-4556** to book an appointment with an employment counselor to obtain an **ISETS Referral before** they can apply to TteS, please quote the following contract number: **SS310-27045** when making an appointment with an employment counselor.

Purpose of Position:

The purpose of this position is to gain hands on experience in the field of Indigenous archaeology by assisting Knúcwmens le Sxwixwéytemc Archaeology Services Ltd. (KSAS) with operations, conducting field surveys, shovel or machine testing, archaeological monitoring, data recovery and analysis in both office, lab and outdoor settings. All responsibilities are governed by the policies and bylaws of Tk'emlúps te Secwépemc.

Duties and Responsibilities:

Fieldwork

- Learning about Indigenous archaeology
- Assisting with pedestrian survey, shovel testing, monitoring and data recovery in the field.

- Assist with archaeological site mapping
- Assists with evaluative unit excavation
- Assists in preparing and maintaining field equipment and fleet vehicles
- Ensure accuracy and timely submission of time sheets and expenses
- Work safely as per KSAS safety program
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Maintains confidentiality on all matters relating to the affairs of the TteS

Other related duties as required.

Financial Responsibility:

Ensure accuracy and timely submission of time sheets and Labor, Equipment, Material (LEM) time tickets that document daily work, resources, and materials for invoicing.

Supervision or Training Duties:

N/A

Special Requirements:

Working Conditions

- Fieldwork in a variety of outdoor environments including urban and remote locations.
- Fieldwork in extreme temperatures, repetitive stooping, shoveling, lifting, long periods of standing and carrying heavy loads 20-50 lbs
- Routine office tasks
- Working around heavy machinery
- Walking long distances of average 4 – 10 kilometres/day
- Normal Day shifts – 7 hours. Non-normal shifts may be required.

Professional Certification, Education and Experience:

- Applicants must have an interest in archaeology and be willing to work outdoors in all weather conditions.
- Applicants must be attending secondary high school full time.

Skills and Abilities:

- Familiarity with Secwepemc culture and ability to work in a cross-cultural setting.
- Good oral and written communication skills.
- Must be physically fit and willing to work in challenging and remote environments
- Must have strong teamwork and cooperation, problem solving and judgement skills.
- Ability to be flexible and take initiative.
- Ability to work well with others for extended periods of time in potentially challenging conditions.
- Strong tact and diplomacy.
- Strong work ethic and reliability.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: \$20/ hour

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is May 19, 2026 by 2:00pm

Submit Job Application Form, cover letter, resume, and references

online: <https://tkemlups.ca/employment/>

or at our Human Resources office #320 Chief Alex Thomas Way.

Office Hours are Monday to Friday 8:00 am to 4:00 pm &

closed for lunch from 12:00 pm to 1:00 pm

We require each applicant to fill out

an online application form which can be found at: <https://tkemlups.ca/employment/>

Any late submissions or submissions without the job application form will not be considered.