Student Rehire

Hello,

This email will serve as the proposed justification for hiring a student PTE (Karl Sousa-Teixeira) for Winter 2020-2021. Further to the objectives outlined in the [Student Employment Policy](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12582), Vanguard would like to rehire Karl for the winter term (January 2020 to May 2020) in the capacity of Project Support Coordinator.

The role of a student within Vanguard is important as it is a unique opportunity for a student to be exposed to many different facets of a national organization within PSPC’s mandate. This would in turn develop Karl’s employability skills and improve his ability to find a good job after graduating. Being part of Vanguard is an excellent way for Karl to identify future employment opportunities within our department. Investing into a student's competencies is a continued contribution toward our department’s succession planning.

The student’s contributions to Vanguard are performing key administrative support tasks. As an integral member of Vanguard’s support mechanism to the Executive team, Karl is the first point of contact for the communication’s arm of Vanguard. He coordinates the initial contact for onboarding of members and representatives including the initial identity management process through to the conclusion of a member’s tenure and their subsequent removal from all lists, web sites, etc. His experience in Information Management makes him an ideal candidate for this task. He also has experience managing a high-volume generic inbox. Vanguard has increased its frequency of social media posts in the past few months. This is worth noting as Karl has been a key player in allowing Vanguard to leverage his knowledge of social media trends and best practices. This continues on to his ability and experiences creating trendy and relevant visual media for Vanguard as well. Going forward, Karl and Vanguard, as a collective, plan on continuing with incremental success to achieve our communications strategic objectives per the Vanguard 2020-23 Business Plan. He has proven himself to be a hard worker, a keen learner, and an integral part of our team.

Note :

Social media, Managing inbox, Coordination of membership identity management, visual media creation

Corporate responsibility take on - Something specific to student – instead of “leftover”

First line of defense (point of contact) : first level of triage for every communication, support, liaison from members/inbox

Key player - Social media – leveraging trend.. how to catch people’s attention.

Graphic – tell us what is catchy and

General support for the rest

Professional development - corporate rules support student

Role specific to Student not ours

How Karl is a good fit for this : desire, willingness (refer to his previous experience)

Contact Steph to confirm timing

**Appendix B**

Budget FY 2020-2021: Project Support Coordinator



Budget FY 2021-2022: Project Support Coordinator

