

# Employment Opportunity

**Posting Number:** 2025-014

**Position:** Makerspace Intern

**Location:** Manidoo Baawaatig Campus, Kenora, ON

**Start Date:** ASAP

**Deadline:** June 12, 2025

**Wage:** \$25.00/hr

**Duration:** 3-month contract

**How to apply:** Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor), ensure the posting number is included in any communication and on your application, to one of the options below. Please note email is preferred:



**Email:**

Attn: Human Resources Department  
[human.resources@7generations.org](mailto:human.resources@7generations.org)



**Mail:**

Attn: Personnel Committee  
Seven Generations Education Institute  
1452 Idylwild Drive, PO Box 297  
Fort Frances, ON, P9A 3M6



**Fax:**

Attn: Personnel Committee  
(807) 274-8761

**This competition is subject to funding requirements and is designated for Indigenous students with valid Indian status. Applicants are encouraged to self-declare at the time of submitting their application.**

Please direct any questions regarding this opportunity to Christine Woolsey, Director of IT and Media Relations at [christineb@7generations.org](mailto:christineb@7generations.org).

**We encourage applicants that are members of the following communities to indicate this in their application:** Mitaanjigamiing First Nation, Couchiching First Nation, Rainy River First Nations, Big Grassy First Nation, Anishinaabeg of Naongashiing, Gakijwanong Anishinaabe Nation, Ojibways of Onigaming, Naicatchewenin First Nation, Nigigoonsiminikaaning First Nation, or Seine River First Nation.

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.

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# Makerspace Intern

## Job Description

### General description

The Makerspace Intern will assist the Makerspace team and work under the direction of the Director of Information and Technology (IT) & Media. This position will assist in day-to-day activities such as, designing and implementing the makerspace, maintaining the makerspace, operating makerspace equipment, providing workshops to users and staff, completing administrative tasks, and assisting makerspace visitors.

### Qualifications and skills requirements

1. Ontario Secondary School Diploma
2. Enrolled in a Post-secondary program in related field
3. Early Childhood Education or Educational Assistant credentials would be an asset
4. Knowledge of Treaty #3 Area and its communities
5. Proficient with Google Applications, Microsoft Suite Applications, and the Adobe Suite
6. Ability to troubleshoot and problem solve with a variety of hardware and software problems
7. Familiar or willing to learn the operation and processes for 3D printing, laser engraver/CNC Cutter, VR machines, cutting, sewing, electronics, and hand tools for the makerspace
8. Strong organization skills and attention to detail
9. Ability and experience in working with children

**Supervisor:** Director of IT & Media

### Job duties/responsibilities

1. Assist with the facilitation of workshops and training for faculty and students in areas including, but not limited to: making, tinkering, innovation, problem-based learning, design thinking, and rapid prototyping
2. Support and provide inspiration for faculty and students in developing and implementing new innovative learning opportunities
3. Assist in the creation and maintenance of tutorials on how to use the machines/equipment safely
4. Operate and maintain the machines, tools, materials, and safe use
5. Provide customer service and direct services to users
6. Maintain established hours of operations
7. Working as a team, plan programming and events for the makerspace
8. Organize summer camps
9. Track users of the makerspace
10. Complete administrative tasks
11. Record and take inventory of supplies and equipment for replenishing
12. Assist visitors with training on the proper use of equipment



13. Digitize media and upgrade software

### Relationships

#### Internal

1. Interacts and reports directly to the Director of IT & Media
2. Work with IT & Media staff primarily
3. Work with all other departments of the SGEI
4. Provides direction to support staff that assist with office and managerial duties

#### External

1. Liaise with visitors
2. Represent SGEI for recruitment purposes

### Working conditions

1. Position typically works indoors in shared office space
2. Occasional travel to area communities and other campus locations will be required
3. May be exposed to noise, and on rare occasions to behaviourally difficult students, clients, and members of the public
4. Normally a seven (7) hour workday with occasional requirements for overtime. Supervisor will need to preapprove any overtime requirements
5. Incumbent may be required to attend and conduct presentations as directed
6. A moderate level of manual dexterity required to use desktop computer and peripherals, with a moderate requirement for accuracy
7. Lifting or moving up to 20lbs may be required

### Conditions of Employment

1. Valid Ontario class 'G' driver's license; ability and willingness to travel