

*Position Title(s):*  
**Summer Legal Student**

*Reference No.:*  
**Legal\_Asst**

*Department:*  
**Support Services - Legal**

*Revision Date:*  
**Jan 2018**

**Position Status:**       Permanent Full Time       Term Position  
 Permanent Part Time       Student Position

**Position Description**

<i>Reports &amp; Responsible To:</i>	<p>Reports to: Associate General Counsel          Responsibilities to: VP, AHL Operations &amp; General Counsel and Executive VP &amp; COO</p>
<i>Position Summary:</i>	<p>This position will have an opportunity to observe the workings of the legal department while performing a variety of tasks and projects.</p> <p>Please note this is a summer student position however True North does not offer articling positions.</p>
<i>Detailed Responsibilities:</i>	<p>True North Document Room/ Legal Diarization Project:</p> <ul style="list-style-type: none"> <li>• Assist in the creation and implementation of the Document Room Project with a goal of creating a single system where items can be easily accessed.</li> <li>• Work with supervisors to improve the current document organization system in order to create a more efficient process in the future.</li> <li>• Review all active TN agreements for the purpose of identifying and diarizing expiration dates, renewal options, action items, etc.             <ul style="list-style-type: none"> <li>· Agreements and contracts regarding all entities of the organization including but not limited to:                 <ul style="list-style-type: none"> <li>✓ TNSE</li> <li>✓ Winnipeg Jets Hockey club</li> <li>✓ Manitoba Moose Hockey Club</li> <li>✓ True North Youth Foundation</li> <li>✓ Burton Cummings Theatre</li> </ul> </li> </ul> </li> </ul> <p>Legal Research Assignments</p> <ul style="list-style-type: none"> <li>• Engage in legal research on issues related to True North operations.</li> </ul> <p>Administrative Support</p> <ul style="list-style-type: none"> <li>• Provide legal administrative support to members of the legal and management team as required.</li> <li>• Other duties as time allows and as assigned.</li> </ul>

<i>Qualifications</i>	<ul style="list-style-type: none"><li>• Currently enrolled and completed one year in a relevant diploma or degree program.</li><li>• Ability to work with the utmost of discretion and confidentiality adhering to strong professional ethics.</li><li>• Must demonstrate excellent attention to detail.</li><li>• Possess strong organizational skills.</li><li>• Excellent communication skills, both written and oral. Must be able to communicate effectively with a variety of individuals and stakeholders at all levels.</li><li>• Proficiency with Microsoft Office with an emphasis on Excel and Word.</li><li>• Ability to work both collaboratively and independently.</li></ul>
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