



RE-POST *** JOB POSTING

Title:	Post-Secondary Education and Student Advisor
Reports to:	Education Administrator
Terms:	Permanent Full-time
Hours:	35 hours per week
Salary:	\$36,000 – \$38,500 per annum
Location:	Saugeen First Nation Administration Building

Summary:

The Post-Secondary Education and Student Advisor works with post-secondary students and institutions to support the students as they pursue their educational goals. The Post-Secondary Education and Student Advisor will assist students with their applications for funding through the PSSS program. The Post-Secondary Education and Student Advisor will be responsible for maintaining records, preparing and filing reports. The Post-Secondary Education and Student Advisor will stay in regular contact with the students in order to monitor their progress and assist/offer advice when needed. The Post-Secondary Education and Student Advisor has a high level of responsibility and overview, working in a team environment and working independently. The Post-Secondary Education and Student Advisor will assist with other duties within the Education Department such as Awards Ceremonies, committee agendas and research, and other related tasks.

Qualifications:

- Diploma in Social Services or related disciplines
- Experience in counselling or psychology would be an asset
- Experience working in an Anishinaubae setting
- Strong reading and writing skills
- Excellent Microsoft Office skills including Word, Excel and Outlook
- Very strong oral communication skills
- Excellent interpersonal skills
- Demonstrated critical thinking and problem solving skills
- Active listening training and or strong ability
- Able to identify student strengths and provide helpful information and care for student to achieve greater success in school and in their future through action plans
- Experience in government funding applications and electronic reporting
- Demonstrated research skills and experience with action plans
- Current driver's license and own transportation with \$2 M liability insurance
- Prefer designation as Ontario School Counsellor or a Native Education Counsellor
- Be a member of the Ontario Native Education Counselling Association (ONECA)

Duties:

- Maintain and organize individual student files
- Support and foster relationships with the students, families and staff in person and using a variety of alternative methods to stay in contact such as online support boards, texting, emailing, etc.
- Provide support for students in their journey of learning
- Build a bank of resources for students for support services for all academic facilities, such as Indigenous Student Services, local Friendship Centres, drop-in's, peer-tutoring, etc.
- Responsible for all aspects of the post-secondary program by assisting students to complete a funding application, seek assistance with other sources of funding such as Huronia Area Aboriginal Management Board or the Ontario Student Loan Program and or Ontario Apprenticeship Program
- Prepare a list of all students who are seeking post-secondary assistance under the Federal Government Post-Secondary Program and applying the provisions as set out within the funding authority. All applications will be prepared in accordance with the deadline for applications, ensure documentation to support the application process and prepare an estimate of the required funding for each student.
- Provide regular updates, progress reports and consultations with the Education Administrator

- Prepare a yearly funding report request to the Saugeen Education Committee of all recommended students to be funded
- Complete year-end reports
- Stay in regular contact with each funded student, including visits if necessary, to discuss student progress, monitor changes, request midterm and final grades, advocate and act as a resource for post-secondary students
- Agree to take additional training as needed to respond to increased needs of students, parents, educators and other school personnel.

Applications **MUST** include:

- Current covering letter
- Current resume with dates specified
- Three names (not letters) of references with telephone numbers and/or email addresses (one must be current or most recent employer)

DEADLINE DATE: UNTIL FILLED

Only qualified applicants will be contacted for an interview

Qualified Saugeen First Nation members will be given priority

Successful candidate will be asked to provide a current Criminal Record Check including Vulnerable Sector Screening

Applications will be received:

At Office: Employment and Training Centre (519) 797-1224

By Fax: (519) 797-3458

By E-Mail: employment@saugeen.org

By Mail: Saugeen First Nation Hiring Committee R.R.#1, Southampton, ON N0H 2L0

If you are interested in this posting, but do not meet the qualifications criteria, consider visiting SEZ to find out how to obtain the education and training required. Your contributions to our community are important to all of us.