



## MISSISSAUGA FIRST NATION Job Posting

<b>Position:</b>	Post-Secondary Administrator	<b>Accountability:</b>	Education Director
<b>Hours of Work:</b>	32 Hours / Week	<b>Employment Status:</b>	2 Year Contract
<b>Circulation Level:</b>	II	<b>Preferences:</b>	MFN member / persons of Aboriginal decent

The Post-Secondary Administrator will:

- Implement, manage, plan and coordinate the Post-Secondary program for approximately 60-75 students following the approved Post-Secondary Policies and Procedures;
- Deliver services to eligible Mississauga First Nation members residing on and off reserve;
- Ensure Anishnabek culture is practiced within the delivery of programs and services;
- Participate in networking opportunities with various institutions, other First Nations, professionals and the Ontario Native Education Administrators Association (ONECA);
- Operate computer software relevant to program;
- Ensure student records and files are maintained and kept confidential;
- Communicate regularly with students;
- Apply policies and procedures, as well as reviewing and recommending needed changes to policies;
- Reporting for nominal roll for post-secondary students and elementary/secondary students.
- Manage monthly cheque requisitions for sponsored students;
- Ensure education institution inquiries and letters of sponsorship are responded to in a timely manner;
- Monitor and flag monthly budget variances, adjust and report as necessary;
- Develop and provide reports to the Education Committee, student progress, statistics
- Participate on committees both internal and external;
- Maintain financial administration of the Post-Secondary budget.

The Post-Secondary Administrator will possess the following knowledge, skills and attributes:

- Preferred College Diploma in Business and/or University Degree – Bachelor of Arts and/or others considered;
- Three years related experience in administration of Education programs and services;
- Diploma in Social Service Worker or Native Education Training Certificate;
- Must be a member or be willing to register with the Ontario Native Education Administrators Association.
- Able to provide a Criminal Records Check from the Canadian Police Information Center (CPIC).
- Able to provide a Vulnerable Sector Check from the Canadian Police Information Center (CPIC).
- Must possess a Valid Ontario Driver's License and must be willing to travel.

**TO APPLY:** Customize your cover letter and resume to the duties, experience, expectations and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation  
P.O. Box 1299 Blind River, Ontario P0R1B0  
Attention: Human Resources Department  
Marked: **CONFIDENTIAL**  
**EMAIL:** [hradvisor@mississaugi.com](mailto:hradvisor@mississaugi.com) **FAX:** 705-356-1740  
**Deadline: Friday, June 14, 2019 at 4:00 pm**

***Thank you to all applicants; however, only those selected for an interview will be contacted.***