
Eelūnaapéewi Lahkéewiit Job Posting

Post-Secondary Coordinator



Job Summary

Location:

Delaware Nation
Education Department
14760 School House Line
R. R. #3
Thamesville, Ontario
N0P 2K0

Industry

Education (Lifelong
Learning)

Job Status:

Permanent Full-Time
35 hours per week

Salary:

\$50,000 - \$60,000 per
year

Closing Date:

Until Filled

The Eelūnaapéewi Lahkéewiit (Delaware Nation) Council is currently accepting applications for a Post-Secondary Coordinator within the Education Department.

SUPERVISION

The Post-Secondary Coordinator shall be under the supervision of the Eelūnaapéewi Lahkéewiit Education Manager.

SCOPE

The Post-Secondary Coordinator will administer the Eelūnaapéewi Lahkéewiit Post-Secondary Program. The Post-Secondary Coordinator will provide academic guidance and counselling to Eelūnaapéewi Lahkéewiit students transitioning into and/or attending Post-Secondary Education institutions. The Post-Secondary Coordinator will ensure that the Eelūnaapéewi Lahkéewiit Post-Secondary Program maintains compliance with the Eelūnaapéewi Lahkéewiit Post-Secondary Program Policy and the Indigenous Services Canada National Guidelines.

DUTIES & RESPONSIBILITIES (to include but not be limited to the following):

- Oversee the day-to-day operations of the Delaware Nation post-secondary program
- Maintain a financial database of funds committed and spent, as per funding requirements
- Make recommendations to the Education Committee for sponsorship and financial commitment regarding student applications
- Liaison with post-secondary education institutions, Indigenous units, Indigenous education councils/circles and other pertinent departments
- Research to stay informed on relevant post-secondary education institution programming and admissions criteria, government programs and funding, and other regulations, standards and guidelines
- Provide accurate information, support, advocacy and direction to applicants and students to enable them to reach their academic and career goals
- Build and maintain positive working relationships with students, community members, post-secondary education institution staff and other organizations through ongoing communication
- Recommend policy amendments as necessary to meet student needs
- Review acceptance letters, and send sponsorship letters.
- Process applications as per established intake deadlines

- Maintain relevant records and digital files with respect to student applications and academic history
- Monitor student grades and process student program reports at the school year end
- Collect financial support, curriculum and fee information from students in a timely manner
- Represent the program at Career Fairs, information sessions and other events
- Develop and maintain positive working relationships with faculty and staff at educational institutions
- Facilitating the annual Post-Secondary orientation session
- Responsible for maintenance of Dadavan database and ISC reporting requirements

QUALIFICATIONS:

- Familiarity with the Delaware Nation community or willingness to learn
- Minimum Bachelor's degree in Education, Counselling, Career Development, Indigenous Studies or Social Sciences
- Three years of related experience (post-secondary student guidance and counseling) an asset

RATED REQUIREMENTS:

- Understanding of Canada's and the United States post-secondary education system
- Understanding of First Nations program delivery experiences and challenges within post-secondary education
- Demonstrated counseling knowledge and experience
- Strong verbal and written communication skills
- Excellent organizational and time management skills
- Proficiency in Microsoft Outlook, Word and Excel as well as navigating the internet
- Willing to travel, valid driver's license, and unrestricted access to reliable transportation
- Sign and adhere to an Oath of Confidentiality
- Current criminal reference check

Interested candidates, please submit a **Cover Letter** (outlining your qualifications as per job posting), **Résumé**, and **3 references** to – two (2) work related and one (1) character in a sealed envelope to:

Interim Director of Operations
 Eelūnaapéewi Lahkéewiit (Delaware Nation) Administration Office
 14760 School House Line
 Thamesville, Ontario
 N0P 2K0

Marked: CONFIDENTIAL – Post Secondary Coordinator

Pursuant to Section 16(1) of the Canadian Human Rights Act, Eelūnaapéewi Lahkéewiit gives preference to First Nation applications.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted. Please note the selected candidate will be required to submit a current CPIC/Vulnerable Sector Search and consent to a background reference check.