

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Student General Employee

PURPOSE OF THE POSITION

The Student General Employee (Student) will work as part of the Education Department team, which provides advisory and support services with the Tribal Council's mandate. The Student will gain valuable skills and experience working on Education issues. The Student will be under the general supervision of the Education Manager, and/or her designate, and will provide day-to-day support and assistance to the Education Department Staff as required. Possible areas of responsibility of the Student could be Maintenance, Administrative, Custodial, Community Outreach, and Student Activities.

SCOPE

As a member of the Education Department Staff, the Student will primarily work with the Education Department Support Services. This will include filing, typing and data entry, cleaning and general custodial work, assisting with community outreach initiatives, reception and general clerical duties.

RESPONSIBILITIES

The Student should be prepared to have responsibilities in the following areas:

- Assist the custodial staff with general cleaning, maintenance and following current COVID related protocols within the Education Department;
- Possible work with other MFNM departments when needed for after-hours support;
- Work with the Student Activities Coordinators on developing programming and implementing activities within the MECC;
- Typing, filing and photocopying;
- Assist the Education Manager with the coordination, administration and reporting of various programs;
- Working within the community on duties such as yard maintenance, community relations and engagement or community service;
- Assist with maintaining an up to date filing system for general correspondence with the Education Department, and;
- Other duties as requested or required.

KNOWLEDGE, SKILLS AND ABILITIES

The Matawa Education Department is seeking a student who is available to work after-school hours and weekend days. The student must have a keen interest in aboriginal education and working with a number of education staff. He/she must be willing to engage in a variety of administrative, custodial, community outreach, and activity-based tasks with minimal supervision.

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Use of office/administrative software applications (Word, Excel, Email, Internet)
- Matawa First Nations Education initiatives
- Proficiency in working with Apple platform will be an asset

Skills

The incumbent must demonstrate the following skills:

- Excellent oral and written communication skills
- Demonstrated interpersonal skills
- Work with minimal supervision

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Band Manager.

The incumbent must also demonstrate the following personal attributes:

- Must be able to perform work duties with minimal supervision
- Must be willing to travel as required

WORKING CONDITIONS

Physical Demands

The Student may have to travel throughout the community in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The student may be expected to complete custodial duties such as, cleaning, wiping, disposing of waste, arranging items/furniture. The Student may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The Student may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of member First Nation leaders and members. The Student may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches. The Student may be noisy and busy making it difficult for the Manager to concentrate.

Mental Demands

The Student will have to manage a number of requests and projects at one time. They must be aware of all Tribal Council business in the community and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

Employee Signature

Printed Name Date

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Title

Supervisor's Signature Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Chief Executive Officer's Signature Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.