

# MATAWA FIRST NATIONS MANAGEMENT



## Job Description

## Student General Employee

## **PURPOSE OF THE POSITION**

The Student General Employee (Student) will be a Matawa Member and 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 Executive Director of Education, 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 Matawa Member and part 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 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 Receptionist or Executive Assistant 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 full time days throughout the summer. The student must have a keen interest in aboriginal education and working with a number of education staff. They 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 a Matawa Community Member living in Thunder Bay for the summer
- Must be able to perform work duties with minimal supervision
- Must be willing to travel as required

*Must be “fully vaccinated” against COVID-19. (In Ontario, a “fully vaccinated individual” is defined as one who has received the required number of doses as outlined by Health Canada and they have received their final dose of the COVID-19 vaccine at least 14 days ago.) Must provide Health Canada’s proof of vaccination (vaccine receipt or enhanced vaccine certificate).*

## **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

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| <hr/><br>Employee Signature   | <hr/><br>Supervisor's Title  |
| <hr/><br>Printed Name                      Date   | <hr/><br>Supervisor's Signature              Date  |
| I certify that I have read and understand the responsibilities assigned to this position.                                 | I certify that this job description is an accurate description of the responsibilities assigned to the position. |
| <hr/><br>Executive Director'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.