

# MATAWA FIRST NATIONS MANAGEMENT



## Job Description

## Post Secondary Student Support

## **PURPOSE OF THE POSITION**

Reporting to the Education Executive Director, the Post-Secondary Student Support will provide day-to-day support and administrative assistance to the Post Secondary Program. The Post-Secondary Student Support will work closely with the Post Secondary Coordinator, Post Secondary Students, Post Secondary Institutes and Matawa Post Secondary Advisory Committee to support student learning, achievement, and success.

## **SCOPE**

The Post-Secondary Student Support must develop and maintain effective, professional relationships with students; First Nation post secondary counselors and representatives; representatives of various post secondary institutions; government agencies.

The Post-Secondary Student Support will assist with the monitoring of post secondary students progress by maintaining regular contact with each sponsored student and maintain regular contact with the post secondary institutes.

The Post-Secondary Student Support will assist with maintaining the DADAVAN database and maintain post-secondary students' records, files, and information. Assist with post secondary student registration, monitor attendance, and provide direction.

In addition, the Post Secondary Student Support provides support to the Education Executive Director related to post-secondary education.

## **RESPONSIBILITIES**

### **1. Assist with the Matawa Post-Secondary Program**

#### **Main Activities**

- Monitor Post-Secondary student progress by maintaining regular contact with each sponsored student preferably by meeting them in person, but if circumstances do not allow by telephone and/or contacting counselors working in the institutions.
- Maintain regular contact with post-secondary institutions through their registrar's office, program counselors and administrative staff and requesting transcripts from students and/or institutes.
- Assist with developing and maintaining a file for each applicant, sponsored student, and the institutes they attend.
- Assist with maintaining post-secondary database (DADAVAN).
- Assist with monitoring registration and attendance of each sponsored student; acknowledge receipt of education assistance applications; verify institute acceptance; verify all information provided by applicant.
- Record and file written documentation (e-mail) and verbal discussions held with students or others regarding a student.
- Assist with advising approved/not approved students by July 1 of student sponsorship approval, tuition, books, living allowance, and any other funding arrangements.
- Liaise with Matawa Education Authorities, Post-Secondary Advisory Committee, and Post-Secondary Directors at the First Nation level.
- Plan and implement events such as Grad Recognition and Awards Banquet, Christmas Dinner, Post-Secondary Orientation and other Education events in conjunction with other Matawa Programs and Departments.
- Assist with the development and/or revision of the Post-Secondary Policies and Procedures.
- Assist with preparing, monitoring, and reporting on monthly and annual budgetary expenditures as related to the Post-Secondary Department.
- Assist with gathering and compiling raw data and prepare statistical data for Post-Secondary Program for annual reporting and ISC reporting as required.
- Assist with post-secondary student travel and purchase orders.
- Maintain a monthly electronic newsletter that provides information to students.

### **2. Support the Matawa Post-Secondary Advisory Committee**

#### **Main Activities**

- Assist the Post-Secondary Advisory Committee with student selection, take minutes, prepare summary report, and provide copies to Advisory Committee Members, Education Executive Director and CEO as required.
- Liaise with the Matawa Post Secondary Advisory Committee Members on a regular basis.

### **3. Liaise with external agencies and organizations.**

#### **Main Activities**

- Build and maintain positive relationships with universities, government departments, and external organizations to support post-secondary success.

### **4. Perform other related duties as required.**

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- A Bachelor of Social Work, Social Work Diploma, or Bachelor of Education
- Certificate in counseling
- Relevant work experience (minimum of five years in administration, specially counseling)
- General office procedure
- Budgeting and bookkeeping
- Knowledge of First Nations Government, Culture, Values and Lifestyles
- Knowledge of Ojibwa, Cree or Oji-Cree is an asset.

### **Skills**

The incumbent must demonstrate the following skills:

- Skills and knowledge of computers (Microsoft and Apple Environment), and office applications (word processing, spreadsheets, databases, email, Internet)
- Excellent oral and written communication skills
- Demonstrated interpersonal and leadership skills.
- Valid Ontario driver's license
- Demonstrated ability to work effectively with post-secondary students, administration, government, and First Nations

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of Post-Secondary Student Support. 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.
- Must provide a current Criminal Record Check

## **WORKING CONDITIONS**

The Post-Secondary Student Support 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 Post-Secondary Student Support may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Physical Demands**

The Post-Secondary Student Support 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 Post-Secondary Student Support 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 Post-Secondary Student Support may have to manage several 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 Post-Secondary Student Support 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 Post-Secondary Student Support may be noisy and busy making it difficult for the Manager to concentrate.

### **Mental Demands**

The Post-Secondary Student Support will have to manage several 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 several 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.