

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Post Secondary Coordinator

PURPOSE OF THE POSITION

Reporting to the Education Department Executive Director, the Post Secondary Coordinator is responsible for the development and delivery of programs administered through to the Matawa Education Department' Post Secondary program. In addition, the Post Secondary Coordinator will assist in the development of new initiatives and projects.

SCOPE

The Post Secondary Coordinator will assist the Post-Secondary Advisory Committee with student selection, take minutes, prepare summary report, and provide copies to Advisory Committee Members, Executive Director and CEO as required. They will liaise with the Matawa Post Secondary Advisory Committee Members on a regular basis.

The Post Secondary Coordinator will build and maintain positive relationships with universities, government departments, and external organizations to support post-secondary student success.

Under the direction of the Education Department Executive Director, the Post Secondary Coordinator will maintain regular contact with each sponsored student, as well as all post-secondary institutions through their registrar's office program.

Travel will be required to accommodate student and programming needs.

RESPONSIBILITIES

1. Coordinate the Matawa Post-Secondary Program

Main Activities:

- Oversee and Assist Post-Secondary students 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 counsellors working in the institutions.
- Oversee regular contact with post-secondary institutions through their registrar's office program counselors and administrative staff and requesting transcripts from students and/or institutes.
- Develop and maintain a file of each applicant, sponsored student, and the institutes they attend.
- Maintain database (Dadavan).
- Monitor 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.
- Advise Education Manager, and students by July 1 of student sponsorship approval, tuition, books, living allowance, and any other funding arrangements.
- Liaise with Matawa Education Authorities, Post-Secondary Education Committee, and Post-Secondary Directors at the First Nations level.
- Plan and implement education events in conjunction with other Matawa Programs and Departments.
- Assist with the development and/or revision of the Post-Secondary Education Policies and Procedures.
- Prepare, monitor and report on monthly and annual budgetary expenditures as related to the Post Secondary Department.
- Gather and compile raw data and prepare statistical data for Post-Secondary Program for annual reporting and ISC reporting as required.

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 Steering Committee Members, Education Manager and CEO as required.
- Liaise with the Matawa Post Secondary Advisory Committee Members on a regular basis.

3. Liaise with external agencies and organizations and represent MPS on

committees

Main Activities

- Build and maintain positive relationships with universities, government departments, and external organizations to support post-secondary student 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 procedures
- 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, 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 Coordinator. The incumbent must also demonstrate the following personal attributes:

- Must be willing to travel as required
- Must provide a current Criminal Record Check and tuberculosis skin test
- Must be able to perform work duties with minimal supervision

WORKING CONDITIONS

Environmental Conditions

The Matawa Building may be a busy facility. The Post-Secondary Program Coordinator may have to manage a number of projects at one time, and may be interrupted frequently. The Post-Secondary Program Coordinator 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 extensive use of the computer, which may cause eyestrain and occasional headaches.

Mental Demands

The Post-Secondary Program Coordinator will have to manage a number of requests and projects at one time. They must be aware of post-secondary needs and issues in the communities 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

Supervisor's Title

Printed Name Date

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.

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.