

AAMJIWNAANG FIRST NATION

CHIPPEWAS OF SARNIA

EMPLOYMENT OPPORTUNITY

**Position Title:** Post Secondary Counsellor

**Location:** Sarnia, ON

**Duration:** Permanent Full Time

**Posting Closes/Deadline:** March 30, 2018

**Position Summary:**

# Under the direction of the Education Coordinator, the Post-Secondary Counsellor provides counselling and information to those considering a Post-Secondary education and administers approved applications. The Post-Secondary Counsellor adheres to standards set forth by the Ontario Native Education Counselling Profession.

**Responsibilities:**

**Counselling**

• Knowledge of relevant government programs, education funding, Post-Secondary institution programming and admissions criteria, and other regulations, standards and guidelines;

• Provide accurate information, support, and direction to applicants and students;

• Establish a rapport, and maintain contact with all students during the school year;

• Knowledge of financial resources, scholarships and bursaries available to post-secondary students;

• Provide advocacy and liaison services to enable students to reach their career goals; and

• Assist students in making appropriate choices.

**2. Administrative**

• Apply policies and recommend policy amendments as necessary to meet student needs;

• Receive and process applications in a timely fashion;

• Maintain file copies of student interviews;

• Maintain daily record of calls and interviews;

• Review registration and acceptance letters;

• Review student marks and process student program reports at the end of the school year.

**3. Finance**

• Review monthly student allowance pay lists;

• Ensure all applicants and students have access to financial support information;

• Ensure all applicants and students have accurate curriculum and fee information.

**4. Communication**

• Represent the program at career fairs, information sessions and other events;

• Communicate with students, community members, post-secondary institution staff and other organizations via telephone calls, social media outlets, email, and other forms of communication;

• Attend staff meetings and other meetings as required; and

• Liaise and develop rapport with faculty and staff at educational institutions.

**Knowledge, Skills and Abilities:**

* Demonstrated knowledge and/or experience in interview techniques and counselling skills;
* Ability to work as part of a team and work collaboratively with others, including representatives from the various educational institutions;
* Strong verbal and written communication skills;
* Excellent organizational and time management skills;
* Literacy in computer software such as Microsoft Word and Microsoft Excel;
* Ability to utilize Microsoft Outlook and navigate with fluency through the internet

**Requirements:**

* Bachelor of Education or Bachelor of Social Work or related field of study; and
* Three years related experience (guidance & counselling support)
* Thorough understanding of the Post-Secondary education system in Canada and the United States;
* Thorough understanding of First Nations program delivery, experiences, and challenges in Post-Secondary education;
* Must be willing to travel, have a valid driver’s license, and unrestricted access to reliable transportation.

**Application Process:**

If you are interested in this opportunity, kindly forward your resume and cover letter via mail or email or fax or in person to (for a copy of the complete job description please email request):

Aamjiwnaang First Nation

978 Tashmoo Avenue

Sarnia, ON

N7T 7H5

Attention: Lorrie Guggisberg

Human Resources Officer

Or

LGuggisberg@aamjiwnaang.ca

Or

519-336-0382 fax

For more information, check us out online at www.aamjiwnaang.ca