



# AAMJIWNAANG FIRST NATION CHIPPEWAS OF SARNIA

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## **EMPLOYMENT OPPORTUNITY**

**Position Title:** Post Secondary Student Academic Advisor

**Location:** Sarnia, ON

**Duration:** Contract

**Posting Closes/Deadline:** January 4<sup>th</sup>, 2021

### **Position Summary:**

Under the direction of the Education Coordinator, the Academic advisor provides intensive advising support through regular contact with post-secondary students. The Academic Advisor will build relationships with students to help them explore their academic interests, identify resources for additional information and support, develop plans of study appropriate for their educational goals, monitor success and maintain contact with students. They will also refer students to other campus offices for assistance in academic, personal, and career counseling; academic skills development; and financial aid.

### **Responsibilities:**

- 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 scholarships and bursaries available to post-secondary students
- Provide advocacy and liaison services to enable students to reach their career goals
- Apply policies and recommend policy amendments as necessary to improve services
- Maintain daily record of calls and interviews.
- Review student marks and process student program reports
- Represent the program at career fairs, information sessions and other events
- Communicate with students, community members, post-secondary institutions
- Liaise and develop rapport with faculty and staff at educational institutions

### **Knowledge, Skills and Abilities:**

- 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, Microsoft Excel, student database

**Requirements:**

- Post-Secondary diploma in a relevant field
- Three years related experience (guidance support) preferably in academic environment
- 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.
- Access to reliable transportation with a valid driver's license

**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: Human Resources  
Or  
519-336-0382 fax

For more information, check us out online at [www.aamjiwnaang.ca](http://www.aamjiwnaang.ca)