



Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Post-Secondary Administrative Assistant

Location: Sarnia, ON

Duration: Permanent

Posting Closes/Deadline: August 28th, 2026

Tentative Interview Date(s): September 2-4th, 2026

Position Summary

The Post-Secondary Administrative Assistant position involves providing day-to-day administrative, clerical and program support for post-secondary education services. Responsibilities include assisting students, families and education staff with applications, funding deadlines, records management, and communications. This role is under the supervision of the Executive Administrative Assistant.

Responsibilities

Administrative

- Maintain accurate student records and databases
- Process correspondence, forms, and reports
- Prepare meeting agendas, minutes and presentation materials
- Schedule appointments, meetings, interviews
- Provides administrative support with applications, financial information, supporting documents

Financial Administration

- Assist with and verify student budget
- Processing tuition, books, and living allowance payments
- Track student funding agreements and payment schedules for monthly student payouts, process invoices, cheque requisitions
- Reconcile invoices and support budget monitoring
- Prepare financial reports for management as required.
- Monitor post-secondary department email and respond accordingly

Records Management

- Maintain confidential student files
- Ensure compliance with privacy legislation and organization policies
- Operates Outcomes Student Information Systems; verifying documentation, inputting budgets, payments, and notes
- Understand the importance of the system and program guidelines
- Logging and inputting information into Microsoft Excel

Communication

- Respond to inquiries by phone, email, and in person
- Perform general clerical duties including organizing, filing, photocopying, scanning & uploading, etc.
- Operates office equipment – personal computer (MS Office environment), fax/copier/scanner

Other

- Other duties as assigned

Knowledge, Skills, & Abilities

- Able to support the vision, purpose, and values of Aamjiwnaang
- Excellent oral and written communication skills
- Excellent public relations, including an appreciation of the need for confidentiality, tact, and discretion
- Experience preparing meeting agendas, minutes, letters, and memos accurately
- Attention to detail and proofreading skills
- Filing and document organization
- Proficient Microsoft Office skills
- Ability to adapt to rapidly changing priorities
- Ability to work independently and as a member of a team

Minimum Requirements

- OSSD or equivalent required
- Office Administration or related field an asset

Other Considerations

In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985, c. H-6, s16 (1-3)).

Application Process

If you are interested in this opportunity, kindly forward your resume and cover letter via mail, email, or fax to:

Aamjiwnaang First Nation

978 Tashmoo Avenue

Sarnia, ON

N7T 7H5

Attention: Ashley Fisher, Human Resources Officer

Or

humanresource@aamjiwnaang.ca with subject line: JOB APPLICATION: POST SECONDARY ASSISTANT

Or

519-336-0382 fax

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