



Employment Opportunity

Position:	Post-Secondary Program Intern
Location:	Niizhwaaching Aanikoobijigeng Gikinoo'amaadiiwigamig, Fort Frances Campus
Start Date:	May 2024
Deadline:	May 10, 2024
Duration:	4 Month Intern Contract Position
Wage:	\$25.00 per hour, based on a 35 hour work week

How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following:



Email:

Attn: Human Resources Department
human.resources@7generations.org



Mail:

Attn: Personnel Committee
Seven Generations Education Institute
1452 Idylwild Drive, PO Box 297
Fort Frances, ON, P9A 3M6



Fax:

Attn: Personnel Committee
(807) 274-8761

Please direct any questions regarding this opportunity to Human Resources at human.resources@7generations.org

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.



Post-Secondary Program Intern

Job Description, Niizhwaaching Aanikoobijigeng Gikinoo'amaadiiwigamig

General description

The Intern will work alongside the Director in support of post-secondary education staff to meet the goals and objectives for program delivery and student support. With the support of the Director, the Intern will provide leadership, coordination, supervision, fiscal reviews and accountability of post-secondary education program operations.

In addition to performing Director duties, the Intern will learn the responsibilities of the Pathways Coordinator, Program Coordinator, and Registrar as well as be a member of the post-secondary enrolment management, student services, and academic teams to become familiar with SGEI processes for student recruitment, admissions, and support.

Qualifications and skills requirements

1. Ontario Secondary School Diploma.
2. Enrolled in a post-secondary program in Indigenous Studies, Business, Education, or related field.
3. An equivalent combination of relevant education and experience considered on a case-by-case basis.
4. Organizational and time management skills.
5. Knowledge of Treaty #3 Area and its communities.
6. Willingness to develop interpersonal communication, public speaking and presentation skills.
7. Must have excellent problem-solving and critical thinking skills.
8. Experience and proficiency with Office 365.

Supervisor: Director of Post-Secondary Education

Job duties/responsibilities

Major

1. Work collaboratively with the Director of Post-Secondary Education. Assist with all duties of developing, implementing, and maintaining post-secondary programs.
2. Aid in supervising and providing leadership and direction to the post-secondary education team.
3. Assist in preparing proposals as necessary for the implementation and continuance of programs.
4. Assist in organizing workshops, seminars, and courses.
5. Assist in marketing programs and recruiting students.
6. Assist with planning and scheduling career fairs and other recruitment events.



7. Assist in preparing and submitting reports on a timely basis as requested by the Director of Post-Secondary Education.
8. Active member of Seven Generations Education Institute Senior Management Team.

Minor

1. Work with all other departments of Seven Generations Education Institute.
2. Travel, when necessary.
3. Share information with Registrar when necessary.
4. Chair meetings as necessary.
5. Setup virtual meetings.
6. Assist in preparing materials for meetings.
7. Participate in staff meetings and promote the goals and objectives of Seven Generations Education Institute.
8. Observe and learn the role of the Academic Council.
9. Advise the Director of Post-Secondary Education on areas of stress or distress.
10. Work collaboratively with other staff in promoting the goals and objectives of SGEI.
11. Assist in preparing budgets as required.
12. Assist in interviewing and hiring staff as needed.
13. Assist in developing post-secondary education policies and procedures.
14. Other duties as assigned.

Relationships

Internal

1. Interacts and reports directly to the Director of Post-Secondary Education.
2. Work with Post-Secondary Education staff primarily
3. Work with all other departments of the SGEI.
4. Provides direction to support staff that assist with office and managerial duties.

External

1. Liaise with visitors.
2. Represent SGEI for recruitment purposes.

Working conditions

- Position typically works indoors in shared office space.
- Occasional travel to area communities and other campus locations will be required.
- May be exposed to noise, and on rare occasions to behaviourally difficult students, clients, and members of the public.
- Normally a seven (7) hour workday with occasional requirements for overtime. Supervisor will need to preapprove any overtime requirements.
- Incumbent may be required to attend and conduct presentations as directed.



- A moderate level of manual dexterity required to use desktop computer and peripherals, with a moderate requirement for accuracy.
- Lifting or moving up to 20lbs may be required.

Conditions of Employment

- Valid Ontario class 'G' driver's license; ability and willingness to travel.