



# Employment Opportunity

---

**Position:** Casual Evening and Weekend Assistant

**Location:** Rainy Lake Campus & Manidoo Baawaatig Campus

**Start Date:** As soon as possible

**Deadline:** Ongoing

**Wage:** \$22.50/hour, hours are based upon operation requirement

---

**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](mailto: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](mailto: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.

SEVEN GENERATIONS EDUCATION INSTITUTE  
7GENERATIONS.ORG | #MYSGEI



# Evening and Weekend Assistant

## Job Description

### General description

The Evening and Weekend Assistant is responsible for carrying out administrative duties effectively and efficiently for evening and weekend classes. Accountable for directing service to participants in certain areas, the Evening and Weekend Assistant is expected to maintain a very high standard of customer service and support to clients, students, and participants.

### Qualifications and skills requirements

1. Personable and pleasing when dealing with staff, clients, and students.
2. Must have excellent organizational and time management skills.
3. Keep a neat work area.
4. Must have a professional appearance.
5. Fluency in Anishinaabe language is considered an asset.

**Supervisor:** Campus Director OR Program Administrator/Librarian

### Job duties/responsibilities

1. Ensure building security for students and instructional staff.
2. Monitor the main entrance and greet each visitor upon arrival.
3. Responding to queries with general information about the programs and directing more specific questions to the appropriate person.
4. Prepare letters, documents and schedules as required.
5. Maintaining the participant database every week when required.
6. Monitoring attendance at the program and keeping attendance records for reporting purposes when required.
7. Prepare reports when required
8. Attending meetings as required
9. Adhering to SGEI policies
10. Undertaking other tasks as assigned

### Relationships

#### Internal

1. Assist clients /students when required
2. Assist Coordinators/instructors of Secondary and Post-Secondary programs
3. Interact with other office employees

#### External



1. Initial contact with all visitors to the SGEI offices

## Working conditions

- Occasionally required to lift up to 10 pounds.
- Required to sit for prolonged periods. Ability to change positions from time to time.
- Moderate degree of concentration required for moderate periods.
- Manual dexterity required for data entry with a moderate requirement for speed and accuracy.
- Works indoors in climate-controlled conditions. Occasionally exposed to high levels of noise.
- On rare occasions, exposed to behaviourally difficult members of the public or students.

## Conditions of Employment

- Must provide satisfactory vulnerable sector check.