



Employment Opportunity

Position: Admissions Coordinator

Location: Rainy Lake Campus

Start Date: August 2025

Deadline: July 30, 2025

Wage: \$32.00 / hour based on a 35 hour work week. Vacation leave, competitive benefits package and registered pension plan (RPP) included.

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 is preferred.**



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 Angela Mainville, Director of Post-Secondary Education at angelam@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.

Applicants who are members of one of the ten governing communities of SGEI are asked to identify this in their application.



Admissions Coordinator

Job Description, Campus

General description

The Admissions Coordinator will work collaboratively with the Registrar in facilitating and supporting applicant admissions to our post-secondary education programs. The Admissions Coordinator will support prospective students and applicants through the applications and admissions process by case managing tasks such as handing out forms, receiving correspondence, answering calls, intake interviews, writing reports, and dealing with queries.

The Coordinator is an integral part of the Post-Secondary team by maintaining planning documentation and data collection/entry for all program delivery. The Coordinator keeps several personnel, across the Post-Secondary and IT & Media Relations teams, informed and up to date on current offerings and changes that occur regarding those offerings and corresponding admissions requirements. Strong communication skills using a variety of media and passion for helping others are the foundation of this position as well as advocating for applicant/student needs.

Qualifications and skills requirements

1. A two-year Social Service Worker Diploma, or two-year diploma in an educational field required.
2. A minimum of 3 years field experience supporting people in an educational or community services setting.
3. Previous experience in supporting people through procedural requirements/tasks with patience and understanding.
4. Understanding of Anishinaabe and shared histories, and the historical context, with respect to current issues.
5. Proven track record working with Anishinaabe students, community members, communities and organizations within Treaty #3.
6. Knowledge of Anishinaabemowin is preferred. Demonstrated fluency is an asset.
7. Ability to support members of the public in a culturally responsive and trauma informed manner.
8. An equivalent combination of relevant education and experience considered on a case-by-case basis.
9. Critical-thinking and problem-solving skills to advocate for applicant needs and improvements to the SGEI admissions process.
10. Reliability and leadership to lead the planning and delivery of admissions activities planned for applicants and students.
11. A personable and assertive approach to engaging people while maintaining admissions requirements.
12. Genuine desire to help people achieve their educational goals.



13. Accountability and excellent communication skills (both oral and written) as well as strong interpersonal, organizational, presentation and computer skills.
14. Must be able to manage time effectively and efficiently.
15. Excellent teamwork and team building skills.
16. Must have a high degree of resourcefulness, flexibility, and adaptability.
17. Must have working knowledge of Microsoft 365, Teams, Zoom, etc.
18. Proven ability to pivot in the moment, demonstrated openness to learning and change.

Supervisor: Registrar

Job duties/responsibilities

1. Maintains admission guidelines by writing, updating, and recommending changes to admission criteria, policies, and procedures.
2. Assisting with queries and admissions procedures including distribution of OCAS vouchers and documentation collection and storing.
3. Assisting applicants through the SGEI application as well as application and registration process for credentialling partner institutes.
4. Case management of all applicants.
5. Connect identified applicants with the Accessibility team to ensure their accommodation and/or modification needs are met and help facilitate access to wrap-around supports offered by the organization.
6. Create and maintain electronic student records in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) and applicable Ontario privacy legislation, ensuring the confidentiality, integrity, and security of personal information.
7. Help applicants navigate admissions requirements for all programs by assisting in completing forms, admissions procedures, and directing applicants to Seven Generations Secondary School to obtain prerequisites.
8. Make recommendations for pre-admissions program development and delivery based on applicant data.
9. Work with the Post-Secondary team and Secondary School representatives to deliver information sessions as part of the Recruitment Strategy.
10. Create and deliver admissions activities as stand-alone events or as supplementary activities at other SGEI or community events.
11. Maintain program planning workbooks to ensure the team can proceed with cost projections, and correspondence with partners to update agreements for planned program delivery.
12. Ensuring the online Post-Secondary Program Application is accurate and up-to-date, notifying Director of IT & Media Relations of any changes needed to the form.
13. Ensuring recruitment and communication tools are current by informing the IT & Media Relations team and Recruitment Coordinator of changes as they occur.



14. Maintaining SGEI branded correspondence tools (letters, autoreply emails), as per branding guide, that go out to applicants and ensuring that these tools have the most up-to-date information.
15. Organizing and inputting information into databases.
16. Answering application and enrollment inquiries from the public by phone, email, and/or in person.
17. Planning and coordinating with the post-secondary education team about events and other important dates.
18. Maintaining relevant records and documentation as required by the job.
19. Assist the Registrar in maintaining student lists, tuition and grant amounts by partner, and anything else the Finance team might need from the Registrar's office to invoice partners.
20. Providing input on how to improve processes based on applicants' feedback.
21. Performing other work-related duties like project planning and general administration.

Relationships

Internal

1. Interact and report directly to the Registrar.
2. Interact and work with the Director of Post-Secondary Education.
3. Interact with members of the IT and Media Relations team.
4. Work directly with the Pathways Coordinator, Recruitment Coordinator, and program coordinators on daily basis.
5. Occasionally provide direction to support staff that assist with office and managerial duties.
6. Interact with finance department.

External

1. Correspond and interact with other educational institutions on an ongoing basis.
2. Liaise with visitors, guest lectures, band offices, students, applicants, and education counsellors.
3. Community Leaders and Elders in Treaty 3 Area

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 pre-approve 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

- Provision of a satisfactory Vulnerable Sector Check, and maintenance of current Vulnerable Sector Check as required.
- Valid Ontario class 'G' driver's license; ability and willingness to travel.