



Seven Generations Education Institute
EMPLOYMENT OPPORTUNITY

WEEKEND PROGRAM ASSISTANT

DECEMBER 2018 TO APRIL 2019

KENORA, ONTARIO

(POSTED- THURSDAY NOVEMBER 22, 2018)

General Description

The **Weekend Program Assistant** is responsible for carrying out administrative duties critical to the effective and efficient running of the weekend program at Manidoo Baawaatig. Responsible for direct service to participants in certain areas, the **Weekend Program Assistant** is expected to maintain very high standards of customer service and support to clients.

Responsibilities – Major

1. Ensure building security for students and instructional staff
2. Maintaining the participant database on a weekly basis
3. Monitoring attendance at the program and keeping attendance records for the program(s) and for reporting requirements.

Responsibilities – minor

1. Adhering to SGEI policies
2. Undertaking other tasks as required

Qualifications and Skill Requirements

- Personable and pleasing when dealing with staff, clients and students.
- Must have excellent organizational and time management skills.
- Neat and tidy in both personal appearance and desk/office organizational skills, preferred.
- Computer knowledge and ability to troubleshoot video classroom issues, preferred.
- Fluency in Anishinaabe language is considered an asset, preferred.

Supervisor: Associate Director of Post-Secondary Education
Location: Manidoo Baawaatig, Seven Generations Education Institute, Kenora
Hourly Rate: \$20.00 an hour

Interested candidates are to submit their resume, cover letter and three (3) references (one must be from a current Supervisor) by **12:00 p.m. (CST) on Thursday December 6, 2018** the attention of:

Personnel Committee

Seven Generations Education Institute
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Fax#: (807) 274-8761 or e-mail: michellea@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 for applicants with disabilities.