



Wahnapiatae First Nation

259 TAIGHWENINI TRAIL ROAD
CAPREOL ONTARIO, P0M 1H0

Phone: (705) 858-0610

Fax: (705) 858-5570

www.wahnapiataefirstnation.com

JOB POSTING

JOB TITLE: Post-Secondary Worker
LOCATION: Temporary Hybrid
TERM: Full-Time, Permanent
REPORTS TO: Education Service Manager
WAGE: \$26/hr (\$47,320 annually)

NATURE AND SCOPE OF POSITION:

The Post-Secondary Worker is responsible for the day-to-day administration of the Wahnapiatae First Nation Post-Secondary Education Assistance Program (PSEAP). Working within an established governance framework, the Post-Secondary Worker administers student applications, funding determinations, sponsorships, student monitoring, records management, and ongoing student support in accordance with approved policies, procedures, and operating standards.

In addition to administering the Post-Secondary Education Assistance Program (PSEAP), the Post-Secondary Worker shall serve as the Program Lead for the Adult Education & Training Program until such time as the Lifelong Learning Worker position is established and filled. In this capacity, the Post-Secondary Worker is responsible for the day-to-day administration of Adult Education & Training applications, eligibility and funding assessments, funding administration, participant support, records management, and related administrative processes in accordance with approved departmental policies, procedures, and standards.

The Post-Secondary Worker exercises independent judgement in routine administrative matters while escalating complex, exceptional, or policy-related issues to the Education Services Coordinator or Education Services Manager, as appropriate.

QUALIFICATIONS:

Minimum Qualifications:

- Diploma or Degree in Business Administration, Office Administration, Indigenous Studies, Social Service Work, Education, or a related discipline.
- Valid Class G Driver's Licence.
- Current Criminal Record Check with Vulnerable Sector Screening.
- Demonstrated administrative and organizational skills.
- Strong written, verbal, and interpersonal communication skills.
- Strong computer skills, including Microsoft Word and Excel.
- Ability to maintain confidential records and sensitive information.
- Ability to interpret and follow policies, procedures, and standards.

Assets:

- Experience administering education, social service, or government programs.
- Awareness of Anishinabek culture.
- First Aid and CPR Certification.

SPECIFIC RESPONSIBILITIES:

- Administer the Post-Secondary Education Assistance Program (PSEAP) in accordance with departmental policies, procedures, and standards.
- Serve as the Program Lead for the Adult Education & Training Program until the Lifelong Learning Worker position is established, administering applications, assessments, funding, participant support, records management, and related program activities in accordance with approved departmental policies, procedures, and standards.
- Receive, review, and process student applications for funding.
- Complete administrative and funding assessments and prepare funding recommendations.
- Coordinate sponsorships with post-secondary institutions and verify invoices for payment.
- Conduct student onboarding, monitoring, and annual renewal activities.
- Monitor student compliance with program requirements and identify issues requiring follow-up.
- Maintain accurate student files, administrative registers, and confidential records.
- Provide information and guidance to students regarding program requirements, funding, and available supports.
- Communicate with students, educational institutions, and other stakeholders on program matters.
- Prepare reports, correspondence, and other program documentation as required.
- Support appeals, recoveries, and other administrative processes in accordance with departmental procedures.
- Promote continuous improvement by identifying opportunities to enhance program delivery and administrative efficiency.
- Protect the confidentiality of student information and comply with applicable privacy legislation.
- Perform other duties as assigned.

WORKING CONDITIONS:

- Work is preformed in a combination of in office and remotely.
- Travel up to 30% is required.

How to Apply:

Please forward your cover letter, resume, and three (3) work references by email to recruitment@wahnapietefn.com

Anishinabek and First Nation members are encouraged to apply. We thank all applicants for their interest, however, only those interviewed will be contacted.