



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the full-time, medical leave contract position of
Post-Secondary Education Advisor
Closing Date: November 26, 2024 @ 12:00pm

Job Summary:

The purpose of the Post-Secondary Education Advisor is to ensure the MCFN Lifelong Learning Post-Secondary tuition/services are administered and delivered in an effective and efficient manner pursuant to the MCFN policies by:

- Ensuring compliance with relevant MCFN policies and contracts, striving to improve and expand on existing programs while pursuing new and applicable methods and tools that reflect the unique standing of the programs in existence.
- Providing timely and effective liaison within the secondary and post-secondary schools, other Mississaugas of the Credit First Nation departments and the Community and maintaining a high level of confidentiality with respect to student files/issues.

Education

- Undergraduate Degree in areas such as Psychology, Social Sciences, Indigenous Studies, Education, Public Administration, Business, or other related discipline, plus one year of experience in a First Nation organization
- Or College Diploma in Business, Social Service Worker, Indigenous Studies, Child & Youth Worker, or other related field, plus three years of demonstrable experience in a First Nation organization.

Knowledge

- Basic understanding of federal/provincial legislation impacting First Nation government, e.g., Indian Act, INAC program funding, provincial Lifelong Learning legislation and guidelines
- Knowledge of the barriers Indigenous peoples face in obtaining education
- Solid background in computers with specific knowledge of Microsoft Word and Excel

Skills/Abilities

- Ability to take direction, prioritize tasks and program priorities, and work with the public under some stressful situations
- Able to work unsupervised and accomplish set out tasks in a timely fashion
- Organizational skills and good case management record keeping abilities
- Excellent written and verbal communication skills, effective communications with other staff members, administration, parents and students
- Strong organizational skills
- Ability to work effectively in a team environment, flexible hours (including occasional evenings and weekends)

Assets

- Driver's license and a reliable vehicle
- Must provide the results of a current Criminal Reference Check including a Vulnerable Sector Check
- Safe Food Handling Certificate or willingness to obtain one as soon as possible
- Work experience in a First Nation educational setting
- Knowledge of the history, culture/or language of MCFN
- Knowledge and experience with First Nation administration, counselling and/or advocating for post-secondary students, data entry, policy interpretation, budgeting

Please submit your cover letter, resume, proof of educational qualifications and three current references, two of which are employment related, to:

The Mississaugas of the Credit First Nation
Attention: Personnel Committee
2789 Mississauga Road
Hagersville, ON
NOA 1H0

Applications will also be accepted by fax at 905-768-1225 or via email at the address listed below.

A detailed job description is available at the Administration Building or by email at HRClerk@mncfn.ca

Preference will be given to Indigenous applicants. Self-Identification is encouraged.

Miigwech to all who apply, only those candidates selected for an interview will be contacted.